Project Management Checklist

A methodical checklist that walks a project through all five management phases.

Initiation

- [ ] Define the business case and the problem the project solves
- [ ] Identify the sponsor and confirm executive support
- [ ] Draft a project charter with goals and high-level scope
- [ ] Map the key stakeholders and their interests
- [ ] Get formal approval to proceed before any planning starts
  Written authorization protects the project later.

Planning

- [ ] Break the scope into a work breakdown structure
- [ ] Build a schedule with milestones and dependencies
- [ ] Estimate the budget and confirm funding
- [ ] Define roles with a responsibility assignment matrix
- [ ] Create a risk register with mitigation plans
- [ ] Agree a communication plan and reporting cadence

Execution

- [ ] Kick off the project with the full team
- [ ] Assign tasks and confirm everyone understands their work
- [ ] Produce the deliverables to the agreed quality standard
- [ ] Coordinate vendors, contractors, and dependencies
- [ ] Keep stakeholders updated against the communication plan
  Consistent updates build trust and prevent surprises.

Monitoring and Control

- [ ] Track progress against schedule, scope, and budget
- [ ] Compare planned versus actual performance regularly
- [ ] Review and update the risk register at each checkpoint
- [ ] Run change requests through a formal approval process
  Document every scope change and its impact.
- [ ] Adjust the plan and resources when variances appear
- [ ] Verify quality before accepting any deliverable

Stakeholder and Risk Management

- [ ] Re-check stakeholder needs as the project evolves
- [ ] Escalate critical issues to the sponsor promptly
- [ ] Hold regular risk reviews with the core team
- [ ] Keep a decision log so choices are traceable

- [ ] Manage expectations on timing and trade-offs

Closing

- [ ] Confirm all deliverables are complete and accepted
- [ ] Obtain formal sign-off from the sponsor or client
- [ ] Release resources, contracts, and licenses
- [ ] Archive documents, data, and final reports
- [ ] Run a lessons-learned review with the team
  Capture improvements while memories are fresh.
- [ ] Hand over to operations and close the project formally