

PROJECT CHECKLIST

CONCLUSION :

[illegible]

PROJECT OVERVIEW

Define the Goal: Clearly articulate the overall objective of the project. What are you aiming to achieve, and why does it matter?

TASKS & DELIVERABLES

Break It Down: List all key tasks required to complete the project. For each task, define the expected deliverable. Understanding the scope and purpose of each task ensures alignment and smooth execution.

TEAM & ROLES

Identify Your People: Determine who will be part of the project team and outline their roles and responsibilities. Early collaboration fosters stronger outcomes and a more engaged, satisfied team.

TIMELINE & SCHEDULING

Plan the Time: Establish the overall timeline for the project. Estimate how long each task will take and block out key dates. Be sure to consider team availability, holidays, office closures, and other scheduling factors.

BUDGET

Know the Numbers: Set the total budget for the project. If applicable, break it down by task or phase. This helps ensure resources are allocated wisely and expectations are managed.

RESOURCES

Secure What You Need: Identify all resources—tools, materials, personnel, etc.—required to complete the project. Once defined, incorporate them into your timeline and budget planning.

TEAM REVIEW

Align Before You Begin: Hold a brief, informal meeting with the full team to review the plan. Clarify deliverables, responsibilities, and the overall process to ensure everyone is on the same page.

Need additional resources or information?

Contact Cathy to set up a FREE diagnostic call at www.cathydomsch.com!