# Project Planning Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ✓ | Step/Process | Result/Output | Person Responsible | Target Date | Date Completed |
|  | Identify need and justify project | Business Case |  |  |  |
|  | Approve project and authorize project manager | Charter |  |  |  |
|  | Plan project scope/deliverables | Scope Statement |  |  |  |
|  | Define work required to produce deliverables | WBS |  |  |  |
|  | Define resource requirements | Resource List |  |  |  |
|  | Estimate effort required per activity | WBS + Effort |  |  |  |
|  | Assign specific resources to tasks | Responsibility Matrix |  |  |  |
|  | Estimate durations of activities | WBS + Duration |  |  |  |
|  | Sequence activities | Network Diagram |  |  |  |
|  | Calculate critical path and float | Critical Path |  |  |  |
|  | Develop schedule | Schedule (unleveled) |  |  |  |
|  | Level resources | Schedule (leveled) |  |  |  |
|  | Define milestones | Milestone Schedule |  |  |  |
|  | Assign all resource costs | Expense Statements |  |  |  |
|  | Develop budget | Cash Flow Statement |  |  |  |
|  | Identify risks and triggers | Risk listing |  |  |  |
|  | Analyse risks | Prioritized risk listing |  |  |  |
|  | Develop risk responses | Risk Register |  |  |  |
|  | Plan project management | Management Plans |  |  |  |
|  | Revise and integrate plan | Baseline Project Plan |  |  |  |
|  | Summarize plan for approval | Summary Project Plan |  |  |  |
|  | Kick-off project execution | Kick-off meeting |  |  |  |