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## **Project Management Check Sheet**

The attached document has been designed to help you manage and effectively deliver your projects.

It is a guide and cannot fit all your projects or the totality of projects around. My suggestion is that you adapt this to fit your specific needs or the needs of the business.

How useful are check sheets? The following may help:

*In October 1931, the U.S. Army Air Corps held a flight competition for airplane manufacturers vying to build the army's next-generation long-range bomber. The overwhelming favourite was the Boeing Model 299, which was dubbed "the flying fortress."*

*But disaster struck; the plane crashed, killing two members of the flight crew, including the pilot, Major P. P. Hill.*

*An investigation revealed that nothing had gone wrong. The crash was attributed to pilot error. The report suggested that the 299 was too much aircraft for one man to fly.*

*The accident report found that Hill was unfamiliar with the aircraft and had neglected to release the elevator lock prior to take off. Once the plane was airborne, the Boeing chief test pilot realized what was happening and tried to reach the lock handle, but it was too late.*

*There was a need to make sure that everything necessary was done before take off. What resulted was a series of checklists for pilots: one for take off, one for flight, one for before landing, and one for after landing. The 299 was too much for one man to fly: it was simply too complex for any one person's memory. But these checklists for the pilot and co-pilot made sure that nothing was forgotten or overlooked.*

*Thanks to the checklists, careful planning, and rigorous training, the twelve planes the army initially ordered flew 1.8 million miles without a serious accident. The army then accepted the 299 and eventually ordered 12,731 of the aircraft they numbered the B17.*

*And so the checklist was born.*

The attached, I hope will help you and your colleagues.

## Project Management - Check Sheet

<p><b>SET UP - INITIATION</b></p> <ol style="list-style-type: none"> <li>1 Developed the business case?</li> <li>2 Is the project in line with the strategic plan?</li> <li>3 Have you done initial risk assessment</li> <li>4 Has the project received sign off by sponsor or project board?</li> <li>5</li> </ol> <p><b>SET UP - DEFINITION</b></p> <ol style="list-style-type: none"> <li>1 Has a PID or project definition form been completed?</li> <li>2 Are roles explicit and documented?</li> <li>3 Are levels of authority clear?</li> <li>4 Have you carried out a stakeholder analysis and planned accordingly?</li> <li>5 Have you assessed risks and put a plan into action to monitor them?</li> <li>6 Are you clear what is driving the project Quality, Cost or Time (1 only)</li> <li>7 Have clear project review procedures been established?</li> <li>8 Has planning started for a start up workshop (or series of workshops)?</li> <li>9 Team selection - have you got the correct mix of skills and professional experience?</li> </ol> <p><b>DELIVERY PLANNING</b></p> <ol style="list-style-type: none"> <li>1 Have you broken the project down into its component parts – work breakdown</li> <li>2 How accurate are your estimates? How do you know?</li> <li>3 Have you developed a milestone chart or produced a Gantt chart?</li> <li>4 Have you developed an overall project budget? Have you sought advice from financial experts</li> </ol>	Y	N	COMMENTS	<ol style="list-style-type: none"> <li>5 What expert help do you possibly need?</li> <li>6 Have you identified the critical path for the project?</li> <li>7 Have you developed a communications plan and included its component parts into the Gantt charts?</li> <li>8 Are you continuing to carry out risk analysis throughout the project?</li> <li>9 Are quality standards high? How do you know?</li> </ol> <p><b>D: DELIVERY</b></p> <ol style="list-style-type: none"> <li>1 Have you identified the appropriate type of control – loose versus tight?</li> <li>2 Project reporting – you are clear who reports what and to whom and how?</li> <li>3 Risks &amp; stakeholder issues are well managed</li> <li>4 Your project communication is effective</li> <li>5 Are your project meetings effective?</li> <li>6 Do you have a clear procedure for managing changes to the project c?</li> <li>7 Clear and short reports are used</li> </ol> <p><b>E: CLOSEDOWN AND REVIEW</b></p> <ol style="list-style-type: none"> <li>1 Post project review has been planned?</li> <li>2 Learning identified – all way through project?</li> <li>3 Is the project still delivering the benefits intended?</li> <li>4 Is there a case for abandoning the project – off schedule or delivered a significant part of it?</li> <li>5 Staff are recognised for their achievements</li> <li>6 End of project review reports are produced and circulated?</li> </ol>	Y	N	COMMENTS
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