Project Manager's Checklist

As a Project Manager, there are 22 things you must do:

- ☐ Define the project.
- ☐ Select a strategy.
- ☐ Develop Specifications.
- ☐ Develop a schedule.
- ☐ Develop a budget.
- ☐ Organize the project team.
- ☐ Assign duties and responsibilities.
- ☐ Train new team members
- ☐ Monitor progress
- ☐ Take corrective Actions
- ☐ Provide Feedback
- ☐ Test Final Outcome
- ☐ Deliver outcome to client.
- ☐ Write operational manuals.
- ☐ Train client personnel.
- ☐ Reassign project staff
- ☐ Dispose of surplus equipment, material and supplies
- ☐ Release facilities
- ☐ Evaluate project performance
- ☐ Complete final audit
- ☐ Complete project report
- ☐ Review project with management.

Check this web site
http://www.pro**tool**kits.com/Projects**and**business**change**/projects**and**business**change**.html

Project Evaluation Form

As a *Professional* Project Manager, there are 15 questions you must answer at the end of every project:

1. How close was to scheduled completion was the project completed?
2. What did we learn about scheduling that will help us on our next project?
3. How close to budget was the final cost?
4. What did we learn about budgeting that will help us on our next project?
5. Upon completion, did the project output meet client specification without additional work?
6. If additional work was required, please describe.
7. What did we learn about writing specifications that will help us on our next project?
8. What did we learn about staffing that will help us on our next project?
9. What did we learn about monitoring performance that helps us on next project?
10. What did we learn about taking corrective action that will help us on our next project?
11. What technological advances were made on this project?
12. What tools and techniques were developed that will be useful on our next project.
13. What recommendations do we have for future research and development?
14. What lessons did we learn from our dealings with service organizations and outside vendors?
15. If we had the opportunity to do the project over, what would we do differently?

Sample Project Master Document*

Section 1: Project Charter

In a short paragraph, provide an overview of the following:
- *The business need (why the project has been started)*
- *Description of the final product / solution, how does the final solution meet the business need identified above?*

Section 2: Project Approach

How will the required final product / solution be delivered? This will influence the resources and staff required.

Section 3: Project Scope

What exactly is included within the responsibility of the project?
Which work is included within the project to meet the business objectives?
Which work is outside the control of the project (but may still be required to meet parts of the business objectives)?
Are there any interfaces with other projects?

Section 4: Work Breakdown Structure

Insert either a high-level textual WBS or diagram

Section 5: Cost Estimates

Provide a high-level breakdown of the main costs of the project. Ensure that you provide a level of confidence in the provided estimates. If necessary provide an overview of the approach taken to obtain those estimates.

Section 6: Scheduled Start and Finish Dates

When is the project expected to start?
Are there any factors influencing the scheduled start date?
According to the Plan and Critical Path Analysis when is the project expected to be completed?

Section 7: Key Deliverables

What are the key project deliverables?
Who is responsible and accountable for each key deliverable?

Section 8: Performance Measurement – scope, schedule and cost

Which management systems and processes will be in place to ensure the scope, schedule and cost constraints are adhered to.

Section 9: Major Milestones and Target Dates

What are the key milestones and dates that need to be met in order for the project to deliver on time?

Section 10: Key Required Staff (and costs if appropriate)

Are there any individuals that are required for specific project activities. Are they currently available?

Section 11: Risk Management Plan

How will the major risks to the project be managed?

Section 12: Key Risks

What are the key risks to the successful delivery of the project?

Section 13: Constraints and Assumptions

What are the time, budgetary, resource and quality constraints on the project?
What major assumptions have been made in planning the project and estimating?

Section 14: Planned Responses and Contingencies

If a risk occurs how will the issue be dealt with?
What contingency plans are in place to minimise the impact of any key risks?

Section 15: Open Issues and Pending Decisions

Are there any open issues that need resolving before the project can start?
Are there any key decisions that the project team is dependent upon being made?

*From: www.projectconnections.com