

# Project Planning Checklist Report

**Project Manager** [name]

## Risk Management

- ☐ The project team has invested time and energy into identifying all project risks.
- ☐ A risk response strategy has been developed for all risks that have a significant impact or probability.
- ☐ Contingency funds or time have been allocated by management.
- ☐ Funds to account for unexpected problems have been set aside as Management Reserve.
- ☐ A risk log has been developed to manage known risks and is accessible to all project team members.
- ☐ Every risk in the log has someone responsible for managing it.
- ☐ There is a plan in place for continuously identifying and responding to new risks.

## Work Breakdown Structure

- ☐ Tasks have been identified to produce every deliverable in the statement of work.
- ☐ The work breakdown structure for the project is consistent with standard WBS guidelines and/or templates for similar projects.
- ☐ The project team participated in building the WBS or has reviewed and approved it.
- ☐ Every task on the WBS has a strong, descriptive name that includes a noun and a verb.
- ☐ Every task on the WBS has a beginning, an end, and clear completion criteria.
- ☐ Project management tasks are included on the WBS.
- ☐ Tasks have been broken down to a level that enables clear responsibility to be assigned.
- ☐ The WBS follows the rules for creating a top-down decomposition.
- ☐ The structure of the WBS has been evaluated to ensure the summary tasks are meaningful to stakeholders that require high-level understanding of the project.

## Task Sequence

- ☐ All work packages have predecessor tasks identified and task relationships are illustrated using a network diagram.
- ☐ The team has reviewed all predecessor-successor relationships to ensure there are none missing and that none of the relationships are unnecessary.
- ☐ Only work packages have predecessor-successor relationships defined. These relationships are not defined for summary tasks.
- ☐ External schedule constraints are represented by milestones.

## Estimating

- ☐ Wherever possible, historical data has been used as the basis for estimating.
- ☐ Ball park estimates have only been used for initial screening and are not the basis for setting any project baselines.
- ☐ Estimates have been prepared by people who understand how to perform the work and who understand the constraints of the people who will perform the work.
- ☐ Work package estimates include both the duration and the estimated labor.

## Scheduling

- ☐ Critical path analysis has been performed to identify critical path tasks and schedule float.
- ☐ Resource leveling has been applied to ensure the schedule represents a realistic allocation of personnel and other resources.
- ☐ The schedule is based on realistic assumptions about the availability of project personnel.
- ☐ Portions of the schedule that contain many concurrent tasks have been evaluated for risk.
- ☐ The cost-schedule-quality equilibrium is realistic and acceptable to the customer.

## Vendors and sub-contractors

- ☐ Vendors and sub-contractors have signed contracts with specific scopes of work.
- ☐ The work to be performed by vendors and sub-contractors is integrated into the WBS and schedule.
- ☐ There are specific milestones and activities planned for monitoring vendors and sub-contractors.

## Approvals

- ☐ The detailed action plan has been presented and approved.