Project Planning Checklist

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Key Steps:

1. Define Project Goals

* Set clear, measurable goals
* Confirm with stakeholders

2. Create a Project Timeline

* List major milestones
* Establish deadlines

3. Identify Resources

* Allocate necessary resources (budget, team, tools)

4. Assign Roles and Responsibilities

* Delegate tasks to team members

5. Monitor Progress

* Track project status regularly

6. Review and Close

* Conduct final review
* Ensure all goals are met