

**Project Planning Checklist**

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| Project Name: |
| Project Initiation:   * Define project goals * Create a business case * Comple the project charter * Draw up the list of the stakeholders |
| Project Planning:   * Define a scope * Create a project plan * Set a budget baseline * Define roles and responsibilities |
| Project Execution:   * Allocate project resources * Manage resources * Build the product or process * Do regular check-ins and fix issues immediately |
| Project Closing:   * Handover deliverables * Get project results approved * Document project learnings |