

**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
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| Project Planning:* Define a scope
* Create a project plan
* Set a budget baseline
* Define roles and responsibilities
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| Project Execution:* Allocate project resources
* Manage resources
* Build the product or process
* Do regular check-ins and fix issues immediately
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| Project Closing:* Handover deliverables
* Get project results approved
* Document project learnings
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