

ID	Checklist Item	Checked?
1	Is there a clear need for the project, with defined objectives and benefits?	☐
2	Does the project have a committed and available sponsor?	☐
3	Is it clear what will success look like for the project?	☐
4	Has an experienced and skilled project manager been appointed?	☐
5	Have key stakeholders been identified and are there needs being represented?	☐
6	Does the project have available and skilled resources?	☐
7	Does the project team have clearly defined and agreed roles and responsibilities?	☐
8	Has a project charter been drafted and signed-off?	☐
9	Has the governance route for the project been discussed and agreed with the PMO, including stage gates?	☐
10	Has a project management plan been created and signed-off?	☐
11	Have all project deliverables been identified with unambiguous completion criteria?	☐
12	Has a detailed project plan been developed, in line with known constraints and deadlines?	☐
13	Has a detailed project budget been developed?	☐
14	Have a scope, schedule, and budget baseline been set?	☐
15	Have stage gate criteria been met for each stage?	☐
16	Have project risks been identified and do they have a mitigation plan and owner?	☐
17	Have all management logs been updated regularly?	☐
18	Has project progress been monitored regularly and tasks updated?	☐
19	Have regular status and progress reports been submitted and distributed?	☐
20	Have change requests been identified, tracked and controlled?	☐
21	Have all deliverables been completed and signed-off?	☐

Project Management Checklists For Dummies

Dean A. Baker



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