

# PROJECT

TITLE

## *Project Management Check List*

Use this Check List to get started on establishing the foundation to your Project!

1 >

### **GENERATE THE PROJECT GOAL AND SCOPE**

Project scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, tasks, costs and deadlines. The documentation of a project's scope is called a scope statement or terms of reference.

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### **MAKE A WORK BREAKDOWN STRUCTURE (WBS)**

A work-breakdown structure (WBS) is a deliverable-oriented breakdown of a project into smaller components. A work breakdown structure is a key project deliverable that organizes the team's work into manageable sections.

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### **BREAK DOWN EACH PIECE INTO SMALLER TASKS**

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### **DEFINE FACTORS THE PROJECT IS DEPENDENT UPON**

Dependencies in a project occur when a certain task requires the completion of some other task/set of tasks before moving forward on their own commencement.

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### **SET TIME ALLOCATION FOR EACH TASK**

6 >

### **RESEARCH AVAILABLE, RELEVANT SOURCES AND ENSURE THEY ARE DOCUMENTED**

7 >

### **HIGHLIGHT THE IMPORTANT ACHIEVEMENTS**

8 >

### **CREATE YOUR PROJECT MANAGEMENT TIMELINE**