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| **Project Initiation Checklist** |

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| **Project Title** |  | | |
| **Project Manager** |  | **Date Prepared** |  |

| **Task** | **Initials** | **Date** |
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| 1. Meet with project sponsor/business owner to identify steering committee members and other stakeholders, known project risks, issues, assumptions and constraints. |  |  |
| 1. Draft project charter. |  |  |
| 1. Approve project charter. |  |  |
| 1. Finalize contracts or independent contractor agreements as necessary. |  |  |
| 1. File any vendor contracts and validate payment instructions to establish payment procedures. |  |  |
| 1. Develop detailed work plan and schedule. |  |  |
| 1. Develop detailed staffing plan and identify project team. |  |  |
| 1. Develop detailed project budget management plan. |  |  |
| 1. Set up project workspace. |  |  |
| 1. Establish online collaboration space. |  |  |
| 1. Develop communication and organizational change management plan. |  |  |
| 1. Develop project management plan. |  |  |
| 1. Develop benefits measurement plan. |  |  |
| 1. Develop a risk and issue management plan. |  |  |
| 1. Create Risk, Action Item, Issue and Decision (RAID) log. |  |  |
| 1. Schedule reoccurring steering committee project review meetings. |  |  |
| 1. Schedule reoccurring project team status update meetings. |  |  |
| 1. Schedule and conduct project kickoff. |  |  |
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