

Project Planning Checklist Template for Teams

1. Project Initiation

- ☐ Define project goals & objectives
- ☐ Identify key stakeholders
- ☐ Outline project scope
- ☐ Establish budget and resources

2. Planning

- ☐ Break down key tasks and deliverables
- ☐ Create project timeline and milestones
- ☐ Assign roles & responsibilities
- ☐ Identify risks and mitigation plans

3. Execution

- ☐ Conduct project kickoff meeting
- ☐ Track progress against plan
- ☐ Update stakeholders regularly
- ☐ Manage issues & changes

4. Completion & Review

- ☐ Deliver final outputs
- ☐ Collect team & stakeholder feedback
- ☐ Evaluate project outcomes
- ☐ Document lessons learned

Notes

Add any additional notes or comments here...