

# Collaborative Project Planning Checklist

## 1. Define Project Objectives & Scope

- Identify primary goals and deliverables
- Clarify project boundaries and scope
- Agree on success criteria

## 2. Build the Project Team

- Identify necessary team roles
- Assign team members and responsibilities
- Establish communication channels

## 3. Plan Timeline & Milestones

- Set major milestones and deadlines
- Develop a project schedule
- Allocate time for reviews and feedback

## 4. Resource Allocation

- Determine required resources (materials, software, etc.)
- Assign resource owners
- Establish resource access protocols

## 5. Risk Assessment & Mitigation

- Identify potential risks or challenges
- Create mitigation and contingency plans
- Assign responsibility for monitoring risks

## 6. Stakeholder Engagement

- List key stakeholders
- Plan regular updates/meetings
- Collect and address feedback

## 7. Finalize & Review

- Review entire project plan with team
- Incorporate feedback and make adjustments

- Document and share the final plan