

# 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