[Insert organisation name/logo]

# PROJECT PLANNING CHECKLIST

***🖌Note\****

*This document have been adapted from the Tasmanian Government Project Management Framework Project Management Fact Sheet: Managing Small Projects, Version 1.1, June 2008-* [*http://www.egovernment.tas.gov.au/*](http://www.egovernment.tas.gov.au/)

*\*Please delete note before finalising this document.*

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| --- | --- | --- |
| **Item** | **Detail** | **Tick ☑** |
|
| **Project scope and definition** | * Do you know why you are doing this project: are the aim, anticipated goals, project deliverables and expected outcomes well defined? * Are goals, outcomes and deliverables linked to: * Funding agreement * **[Insert organisation name]** Strategic Plan | **□** |
| **Project activity** | * Have you identified what activities will be undertaken? | **□** |
| **Budget management** | * How much will project activities cost and what (if any) other resources are required (specific consultant skills, IT, in-kind support)? | **□** |
| **Resource quality** | * Do you know how will you ensure that resources produced are at an acceptable level of quality? | **□** |
| **Risk management** | * Are there any conditions or risks that may delay or adversely affect the progress of your project? * Have you identified and documented how you are going to minimise these risks? | **□** |
| **Stakeholder engagement and communication** | * Have you decided how you are going to let clients and stakeholders know about the progress of the project, and involve them in the project itself? * Email updates * Newsletters * Website * Mail out * Social media * **[insert other]** * Have you mapped the organisations that may be potential partners and collaborators and their potential contribution to the project? * Is it clear to whom, how and when you will report on progress (both internally and to project’s funding body)? | **□** |
| **Governance** | * Are project roles and responsibilities clarified and documented? * Have you identified and documented who will be represented on an advisory/reference group (if required)? | **□** |
| **Project monitoring, evaluation and completion** | * Have you identified and documented how and when the success of the project will be measured? * Have you identified and documented how and by whom project activities will be monitored and reviewed through the project lifespan? * Have you identified and documented how and when the project will finish? | **□** |
| **Skills and knowledge** | * Do project team members have an adequate level of skills and knowledge to implement this project successfully? * Does the project team require any professional development to implement this project successfully? | **□** |