



To ensure your project stays on track, review each item below on a weekly basis.

Week Ending:	Monday, January 31, 2019
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First Few Weeks		Date Completed
<input type="checkbox"/>	Project Charter - Has a project charter been developed? If not, immediately create one.	
<input type="checkbox"/>	Business Case - Has a Business Case been reviewed and approved?	
<input type="checkbox"/>	Project Purpose – Has the project purpose been communicated to all team members and stakeholders?	
<input type="checkbox"/>	Project Objectives - Identify project objectives if these are not included in the Business Case document.	
<input type="checkbox"/>	Project Scope - Identify everything that is to be included in a project scope if these items have not been in the Business Case document. These items will be explained in greater detail in the Business Requirements Document.	
<input type="checkbox"/>	Project Budget - Verify that the project budget (consisting of both capital and expense items) has been established to provide sufficient monies to cover all expenses plus a contingency fund of at least 10%. Ensure that the budget has been approved by all stakeholders.	
<input type="checkbox"/>	Project Data Sources – Verify that all project data and control sources (General Ledger accounts, work process flow, project dependencies, change control process, project management software, etc.) that will be required to determine project status have been identified and are available for daily use. Refer to the Project Management Office (PMO) Checklist for a list of these items.	
<input type="checkbox"/>	Project Risks – Identify potential project risks, and categorize each as to the degree of severity.	
<input type="checkbox"/>	Project Issues – Identify potential project issues.	
<input type="checkbox"/>	Work Breakdown Structure – Has the Work Breakdown Structure been developed?	
	Project Plan – Has a project plan been developed precisely identifying the task breakdown by role to reflect the Work Breakdown Structure?	
<input type="checkbox"/>	Project Organization Chart – Has a Project Organization of all stakeholders and project team members been created and distributed to all departments?	
<input type="checkbox"/>	Roles and Responsibilities – Has a Roles and Responsibilities Matrix been developed and discussed with all project team members?	
<input type="checkbox"/>	Project Team Members – Identify all project team members and their availability for the project – part-time or full-time.	
<input type="checkbox"/>	Setup User Accounts – Setup the user accounts for your project management software and provide user instructions or classes in order that everyone can use the software.	
<input type="checkbox"/>	List of Deliverables – Generate an initial list of deliverables for the project.	



Project Manager's Weekly Checklist

Project Name

Version

<input type="checkbox"/>	Identify Vendors – Identify all vendors who will be providing hardware or services for the project.	
<input type="checkbox"/>	Project Sponsor – Has the project sponsor been contacted to be available for the initial project kickoff meeting to discuss the purpose of the project?	
<input type="checkbox"/>	Arrange Kickoff Meeting – Based on lists of stakeholders and project team members, setup and initial meeting to kickoff the project.	
<input type="checkbox"/>	Recording of Meeting Minutes – Has someone been appointed to record the minutes of each project meeting?	
<input type="checkbox"/>	Project Work Plan and Schedule – Has the overall project work plan and schedule, and critical milestones, phases and deadlines been reviewed with pertinent team members?	
<input type="checkbox"/>	Setup Project Filing System – Investigate and implement a document management system if your organization does not possess a standard PMO system.	
Every Week Thereafter		Date Completed
<input type="checkbox"/>	Review Project Scope – Identify changes in deliverables, schedule, costs.	
<input type="checkbox"/>	Review Risks and Issues – Update lists of risks and issues. Update the Risk Management Register and Issues Management Register.	
<input type="checkbox"/>	Action Items – Is an Action Item Status report updated frequently and disseminated to all project members?	
<input type="checkbox"/>	Change Management – Every time there is a change in scope, is the Change Management Log being updated and distributed to all team members?	
<input type="checkbox"/>	Review List of Deliverables – Have new deliverables been identified to add to the list?	
<input type="checkbox"/>	Review Project Schedule and Budget:	
<input type="checkbox"/>	Task Review - Are tasks taking longer than planned? What actions do you need to take to correct this deficiency?	
<input type="checkbox"/>	Project Budget vs. Actuals – Are your actual costs exceeding estimated costs? Are you using more resource hours than you estimated? What plans do you have to correct budget deficiencies?	
<input type="checkbox"/>	Testing – Is the Testing Bug Report and results of user acceptance testing being reviewed for potential corrective action to minimize future problems?	
<input type="checkbox"/>	IT Governance – Is IT Governance actively participating in the project?	
<input type="checkbox"/>	Weekly Status Report – Are you carefully defining the latest information on project status to the project sponsor and stakeholders and delivering the report on a consistent basis? Are you identifying all project elements including any changes to project goals, deliverables, work breakdown structure, changes, issues and risks?	
<input type="checkbox"/>	Change Control – Has the Change Control Board been organized and is it successfully processing application changes?	



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Project Closeout		Date Completed
<input type="checkbox"/>	Production Turnover - Has the application been successfully delivered to production?	
<input type="checkbox"/>	Deliverables – Have all deliverables been completed and approved? Do those deliverables include process, software and system administration guides?	
<input type="checkbox"/>	Project Acceptance – Has the project sponsor and stakeholders accepted the final project?	
<input type="checkbox"/>	Disaster Recovery – Has a Disaster Recovery Plan been developed?	
<input type="checkbox"/>	Post Project – Has a Post Project Survey Questionnaire been distributed to all team members and responses received from all?	
<input type="checkbox"/>	Lessons Learned – Have the responses from the Post Project Survey been successfully integrated into the Lessons Learned Report for wide dissemination to the project sponsor and stakeholders?	

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