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| **Project Initiation Checklist** |

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| **Project Title** |  |
| **Project Manager** |  | **Date Prepared** |  |

| **Task** | **Initials** | **Date** |
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| 1. Meet with project sponsor/business owner to identify steering committee members and other stakeholders, known project risks, issues, assumptions and constraints.
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| 1. Draft project charter.
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| 1. Approve project charter.
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| 1. Finalize contracts or independent contractor agreements as necessary.
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| 1. File any vendor contracts and validate payment instructions to establish payment procedures.
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| 1. Develop detailed work plan and schedule.
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| 1. Develop detailed staffing plan and identify project team.
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| 1. Develop detailed project budget management plan.
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| 1. Set up project workspace.
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| 1. Establish online collaboration space.
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| 1. Develop communication and organizational change management plan.
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| 1. Develop project management plan.
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| 1. Develop benefits measurement plan.
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| 1. Develop a risk and issue management plan.
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| 1. Create Risk, Action Item, Issue and Decision (RAID) log.
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| 1. Schedule reoccurring steering committee project review meetings.
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| 1. Schedule reoccurring project team status update meetings.
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| 1. Schedule and conduct project kickoff.
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