

# Project Readiness Checklist

Use this checklist to help you develop a clear understanding of the expectations, outcomes, and needs of your project before starting work on your project.

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## Project Leadership Readiness

- ☐ What are your expectations and concerns with the project?
- ☐ What has been your experience leading/managing projects?
- ☐ What has worked/has not worked leading projects?
- ☐ What project management tools do you intend to use or need?
- ☐ What is your proposed project schedule (if known)?
- ☐ What does success look like for the project?

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## Project Readiness

- ☐ What are the project needs/goals?
- ☐ What are your needs/expectations?
- ☐ What project management services will you need (project management, change management, communication)?
- ☐ What issues do you foresee?

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## Project Charter Readiness

- ☐ Define scope of the work
- ☐ Identify stakeholders
- ☐ Identify project team members
- ☐ Define the requirements that must be met for successful project completion
- ☐ Formally authorize the project

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## Responsibility Readiness

- ☐ Identify who will assume which roles and who has accountability for decisions and responsibility for activities
- ☐ Generate a list of key individuals and groups that are affected by a particular activity and/or decision
- ☐ Develop an initial list of actions and decisions that need to be made