

Checklist to Deliver Exceptional Projects

We've compiled a list of the most important items for your team to consider on their quest to deliver the perfect project. Review the items, checking off those that you've already accomplished, then tackle the remainder to seriously level up your project game.

- ☐ Pick a project management methodology that meets the project needs and put a plan in place. Make sure the plan clearly documents dependencies and constraints.
- ☐ Create an empowered, invested team by tapping project team members to create client estimates and help build the project plan.
- ☐ Take client requirements seriously—document, tie them back to organizational needs, review with the client, and most importantly, get sign-off.
- ☐ Work with subcontractors to provide them with specific, targeted, explicit project management plans. Pay special attention to cost and effort estimates.
- ☐ Generate a comprehensive communication plan containing a schedule for kick-off meetings (internal and client), regular project check-in meetings, and client/stakeholder meetings. Make sure to take and publish meeting notes.
- ☐ Establish an escalation process for the project—make sure to be clear and specific.
- ☐ Regularly check in with clients regarding their satisfaction level. A formal process lets you capture measurable feedback on deliverable quality, communications, technical skills, etc.
- ☐ Define a process that lets team members surface questions, issues, risks, and make change requests. Appoint distinct people to track actions and closures. Watch over the change's impact on the project schedule, scope, and budget.
- ☐ Produce a project organization chart that lets you visualize all the players—plus the client and third parties.
- ☐ Create a RACI chart that breaks down work tasks by who is: responsible (R), accountable (A), consulted (C), and informed (I).
- ☐ Anticipate key resource turnover by developing a contingency plan.
- ☐ Schedule at least one team meeting a week to review progress and get status updates.