OnlinePMCourses
Build Your Project Career

Project Delivery Checklist

❑ **Monitor and Control**: are you cycling around the monitor and Control Loop frequently enough to catch problems early, so you can deal with them quickly and easily?

❑ **Reporting**: Do you have an effective process for collecting, analyzing, and documenting project status information, and then for getting it to the people who need it quickly and in an accessible format?

❑ **Risk and Issue Review**: How frequently are you reviewing outstanding risks and issues, and how effectively are you and your team dealing with them? You will also need a regular process for identifying new, emerging risks and issues.

❑ **Quality Assurance and Quality Control**: Nobody else can take total project responsibility for the quality of your project's products/deliverables. So yo need to stay fully involved in the Quality Assurance and Quality Control processes.

❑ **Team Meetings**: Set up a regular cycle of team meetings and establish a suitable style, culture, and agenda for them. On a long project, review this from time-to-time, as your project's needs are likely to change.

❑ **Team Morale**: Your project will cycle through its ups and downs and so will the morale of your team. As project manager, you need to work constantly, to maintain morale, and deal with any setbacks appropriately, so you can be sure your team remains resourceful when you most need it.

❑ **Lessons Learned**: Don't wait to the end of your Project to learn its lessons. Set up a regular meeting to harvest new lessons and plan how to act on them throughout your project.

❑ **Stakeholder Engagement**: Never let up on your focus on your stakeholders. Keep engaging with them in a positive, respectful way, and you will build their trust, win their confidence, benefit from their insights, and influence their perceptions of your project.

❑ **Change Control**: Have you set up a structured process to deal with requests for change? You need to be able to document each request, create an analysis of the pros and cons, and get a decision from the right people. You also need to document that decision. You will need Change Request documentation and a Change Log.

❑ **The Next Bend**: Carve out time in your busy week to do some quiet reflective thinking on your own. These are the times when you are most likely to notice the things no one has yet spotted… the opportunities or issues that are coming around the next bend.