

PLANNING

CHECK LIST

Before concluding the PLANNING phase and moving on to the REALIZATION phase, check that you have not forgotten anything.



The objective of the project is clear and well identified	<input type="checkbox"/>
You have identified the intermediate products (deliverables)	<input type="checkbox"/>
You have identified the work packages	<input type="checkbox"/>
You have identified the activities that will need to be carried out	<input type="checkbox"/>
You developed the WBS (Work Breakdown Structure)	<input type="checkbox"/>
You have identified and analyzed the working group	<input type="checkbox"/>
You have defined and assigned roles	<input type="checkbox"/>
You have assigned responsibilities for each deliverable	<input type="checkbox"/>
You have assigned work packages and activities	<input type="checkbox"/>
You have defined the logical sequence of activities and their interdependencies	<input type="checkbox"/>
You have estimated the times for each activity	<input type="checkbox"/>
You have defined the project Milestones	<input type="checkbox"/>
You've set a realistic start and end date	<input type="checkbox"/>
You developed the GANTT	<input type="checkbox"/>
You have implemented actions to mitigate potential risks	<input type="checkbox"/>
You have identified and shared ways to manage risks and uncertainties	<input type="checkbox"/>
You have identified any new potential risks	<input type="checkbox"/>
You have allocated resources	<input type="checkbox"/>
You have estimated the costs of each activity	<input type="checkbox"/>
You have defined the project budget	<input type="checkbox"/>
You have identified the quality management methods	<input type="checkbox"/>
You have identified and shared ways to manage project communications	<input type="checkbox"/>
You have formalized the detailed plan description document	<input type="checkbox"/>
You have created and shared the communication plan	<input type="checkbox"/>
You have submitted the WBS to the Sponsor for review and approval	<input type="checkbox"/>
You have submitted the GANTT to the Sponsor for review and approval	<input type="checkbox"/>
You have obtained project plan approval	<input type="checkbox"/>

WORKING GROUP

Planning is not an individual activity to be done alone in your office. A Project Manager involves, asks and investigates in depth together with the working group, the Sponsor and any Stakeholders. It is this dynamic and collaboration that makes everyone feel the project is theirs and promote it.