Project Management Board Game

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Project manager checklist

Projects are very complex environments where time, budget and resources have to be managed very accurately and still, even if these are the prerequisites for a successful project, PMs struggle to be on time and within budget due to intrinsic and structural problems connected to the presence of the human variable as well as to the misperceptions of delays and feedbacks during the planning phase.

QUICK GUIDE

12 Steps to Project Planning

1. DEFINE SCOPE
Determine what tasks need to be completed.

2. IDENTIFY SUPPORT
Establish connection with key stakeholders.

3. FIND AVAILABLE RESOURCES
Determine in-house and outsourced teams.

4. CHECK TIMELINE
Assess realistic schedules and impacts.

5. LIST BIG STEPS
Capture big picture of your project.

6. BREAKDOWN FURTHER
Define deliverables.

7. DEVELOP DRAFT PLAN
Don't forget dependencies at this stage.

8. CREATE BASELINE PLAN
Gather feedback from your team.

9. REFINE PLAN
Check inputs based on reality.

10. MONITOR PROGRESS
Track your plan daily with the right tools.

11. DOCUMENT EVERYTHING
Capture changes in the project, too.

12. KEEP EVERYONE LOOPED IN
Don't leave communication to chance.

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