[](https://www.smartsheet.com/try-it?trp=11528&utm_source=integrated+content&utm_campaign=/content/project-management-checklists&utm_medium=Project+Management+Checklist+doc+11528&lpa=Project+Management+Checklist+doc+11528&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT MANAGEMENT CHECKLIST TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **X** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
|  | **PROJECT RESEARCH** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **ASSEMBLE TEAM** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **DEFINE SCOPE AND GOALS** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **ESTIMATE BUDGET** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **X** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
|  | **ESTIMATE SCHEDULE** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **WORK BREAKDOWN STRUCTURE** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **FINALIZE PROJECT PLAN** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **DEFINE SUCCESS MEASUREMENTS** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **RISK MANAGEMENT** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **X** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
|  | **CREATE PROJECT DASHBOARDS** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **EXECUTE AND MONITOR PROGRESS** |  |  |  |  |  |
|  | Sub Task 1 |  |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |  |
|  | **COMPLETE AND CLOSE OUT** |  |  |  |  |  |

|  |
| --- |
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