**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 |  |  |  |  |  |

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| **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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