

PROJECT

CHECKLIST

- Define the project scope, objectives and key deliverables
- Establish an effective communication plan with all stakeholders
- Proactively identify and manage risks
- Assign tasks based on team member's skill sets
- Continuously monitor and evaluate project progress
- Develop contingency plans to mitigate risks
- Clearly define roles and responsibilities for each team member
- Use project management tools and software to manage the project effectively

