

# Project Management Best Practices Checklist



Project Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Checklist Completed By: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

	Best Practice	Comments
<input type="checkbox"/>	Convene kickoff meeting with internal team and any external clients/stakeholders	
<input type="checkbox"/>	In all initial meetings and materials, emphasize project's overall and strategic purpose to the organization	
<input type="checkbox"/>	Create a project charter	
<input type="checkbox"/>	Consolidate project info into one easily accessible database to allow everyone to continually monitor and track developments	
<input type="checkbox"/>	Coach employees to break down tasks into smaller chunks	
<input type="checkbox"/>	Keep unhelpful scope creep in check	
<input type="checkbox"/>	Check in regularly with clients and key stakeholders	
<input type="checkbox"/>	Continually review and make needed changes in the project and your processes	
<input type="checkbox"/>	Develop a process to escalate problems and issues appropriately	
<input type="checkbox"/>	Ensure proper documentation of work, changes, decision-making, and progress	