



Project Implementation

Start to Implement

Project Title

Date

Project Manager

Page

Project Statement

Start to Implement Checklist

- ☐ Individual and/or group communications planned
- ☐ Project documentation assembled to guide implementation
- ☐ Materials, facilities, equipment, funding, etc., in place for initial tasks
- ☐ Ground rules established for team interaction, communication
- ☐ Potential Problem/Opportunity Analysis done for critical initial tasks
- ☐ Team and team member performance systems agreed to and in place
- ☐ Monitoring systems and methods agreed to and in place
- ☐ Issue resolution protocols agreed to and in place
- ☐ Reporting systems and methods agreed to and in place
- ☐ Change control systems agreed to and in place

What type of formal project kickoff meeting is required?

What other communication about the initiation of work might be required or useful?

What documentation might be useful or necessary during any kickoff communications?

What ground rules will be necessary for the entire team, or subgroups of the team, to operate efficiently?

Are specific policies or protocols for changes required?

What type of virtual or office space is required?

What else?

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Date _____

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Change Alternatives Considered:

Anticipated Problems, Implications, Resolution:



Project Implementation

Closeout and Evaluate

Project Title Date

Project Manager Page

Project Statement

Closeout and Evaluate Checklist

- ☐ Deliverables all completed
- ☐ Capitalizing actions disabled
- ☐ Team members recognized
- ☐ Contingent actions disabled
- ☐ Project accounts closed
- ☐ Owners, sponsors, vendors notified of close
- ☐ Results documented
- ☐ Documents archived

Summarize the Project

Did the project satisfy the project statement? If not, explain why.

How well were project objectives satisfied? How well were customers, sponsors, and end users satisfied with the project? If any objectives were not met, explain why.

How well did the project stay on schedule? If any major deliverables were early or late, explain why. How well did the team adjust to schedule changes?

How well were resources estimated overall? How did actual use of resources compare to the plan? How did changes in resource availability affect overall implementation?

How well did the team work together? How were performance expectations set and maintained?

How well were performance expectations satisfied during the project?

What, if any, changes were made to project definition after implementation started? Why?

What, if any, changes were made to the project plan after implementation started? Why?

How will you improve the next project you do?
