

The Four-Step Project Checklist

Team _____

Date _____

Step 1. Progress to date

Have your goals from the last action plan been achieved in full?
Is your schedule (e.g. Gantt Chart) up to date?
Are you on schedule? Identify any schedule issues or risks.
What actions are you taking to address the issues?
Indicate modifications to schedule, project plans or deliverables.

Step 2. Process Improvements

How are you assuring and improving team communication?

What new design methods or techniques have you used to improve the working of your team? Did they make a difference?

How are you ensuring effective information transfer within your team? What does this actually mean?

How are you measuring team performance? Effectiveness? Efficiency?

Technical Issues:

What key decisions have been made? How? Consequences?

What are the critical issues?

What technical risks are there? What are the technology (or information) gaps?
Your strategy to address them?

Action Plan:

What plans do you have for next week (or beyond)? (Refer to Gantt Chart)
What is to be done?

Who is responsible?

When is it due?

How will you check?

What will you bring to the next meeting?