

PROJECT MANAGEMENT CHECKLIST TEMPLATE

Managing projects can feel overwhelming, but having a clear checklist makes it easier to stay on track. Use this downloadable project management checklist to break down tasks step by step and keep your projects running smoothly.

DEFINE YOUR PROJECT GOALS AND SCOPE

- Identify the project's main objective.
- Clarify the deliverables and desired outcomes.
- Set a clear scope to avoid project creep.

BUILD YOUR PROJECT TEAM

- List the key team members needed.
- Assign roles and responsibilities.
- Identify any external resources or freelancers required.

CREATE A PROJECT TIMELINE

- Break the project into phases or milestones.
- Assign deadlines for each phase.
- Factor in buffer time for unexpected delays.

SET YOUR BUDGET

- Estimate any costs to your business such as materials, labour or tools.
- Pad out your budget with some extra funds for contingencies.
- Track your expenses as you go to avoid overspending.

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OUTLINE TASKS AND ASSIGN OWNERSHIP

- Break down the project into individual tasks.
- Who will be responsible for each task? Assign tasks so your team remains accountable.
- Set task deadlines and dependencies.

MONITOR YOUR PROGRESS AND ADJUST

- Use project management tools to track tasks.
- Schedule regular check-ins to review progress.
- Adjust timelines and resources as needed.

CONDUCT A PROJECT REVIEW AND CLOSEOUT

- Review final deliverables against goals.
- Gather feedback from the team.
- Document lessons learned for future projects.