[](https://www.smartsheet.com/try-it?trp=11329&utm_source=integrated+content&utm_campaign=/content/program-management-life-cycle&utm_medium=Program+Pre-Planning+Checklist+doc+11329&lpa=Program+Pre-Planning+Checklist+doc+11329&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROGRAM PRE-PLANNING**

**CHECKLIST**

Five Steps to Take Before Setting Up a Program

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|  | 1. Identify Your Mandate |
|  | Decide what the objective of the program would be. |
|  | 2. Understand the Strategic Value |
|  | Determine whether and how the program will serve your organization's strategic goals. |
|  | 3. Identify and Assign a Sponsor |
|  | Select a top leader in your organization who will be an advocate and sponsor for the program. |
|  | 4. Identify Key Stakeholders and Their Expectations |
|  | Determine who will care most about the program's goals and what their expectations and priorities will be. |
|  | 5. Find and Assign Program Manager |
|  | If all prior steps move you forward toward establishing a program, find and assign a program manager.\* |

\* Some experts consider this step to be part of the program definition phase to begin the program. Others recommend it as a step before you begin the program.

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