**PROGRAM PRE-PLANNING**

**CHECKLIST**

Five Steps to Take Before Setting Up a Program

|  |  |
| --- | --- |
|  | 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.

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |