[](https://www.smartsheet.com/try-it?trp=11528&utm_source=integrated+content&utm_campaign=/content/project-management-checklists&utm_medium=Project+Management+Checklist++with+Sample+Data+doc+11528&lpa=Project+Management+Checklist++with+Sample+Data+doc+11528&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT MANAGEMENT CHECKLIST EXAMPLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK COMPLETE?** | **TASK DESCRIPTION** | **START DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
| No | PROJECT RESEARCH | 01/03 | 01/24 | 22 | In Progress |
| Yes | Sub Task 1 |  |  |  | Complete |
| No | Sub Task 2 |  |  |  | Not Started |
| No | ASSEMBLE TEAM | 01/17 | 01/24 | 8 | Overdue |
| No | Sub Task 1 |  |  |  | On Hold |
|  | Sub Task 2 |  |  |  | Needs Review |
|  | DEFINE SCOPE AND GOALS | 01/05 | 01/12 | 8 | Approved |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | ESTIMATE BUDGET | 01/07 | 02/01 | 26 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | ESTIMATE SCHEDULE | 01/07 | 02/01 | 26 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK COMPLETE?** | **TASK DESCRIPTION** | **START DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
| No | WORK BREAKDOWN STRUCTURE | 01/07 | 02/01 | 26 | In Progress |
| No | Sub Task 1 |  |  |  | Not Started |
| Yes | Sub Task 2 |  |  |  | Complete |
|  | FINALIZE PROJECT PLAN | 01/24 | 02/01 | 9 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | DEFINE SUCCESS MEASUREMENTS | 01/24 | 02/01 | 9 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | RISK MANAGEMENT | 01/24 | 06/14 | 142 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | CREATE PROJECT DASHBOARDS | 02/01 | 02/08 | 8 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | EXECUTE AND MONITOR PROGRESS | 02/01 | 06/14 | 134 |  |
|  | Sub Task 1 |  |  |  |  |
|  | Sub Task 2 |  |  |  |  |
|  | COMPLETE AND CLOSE OUT | 06/14 | 07/01 | 18 |  |

|  |
| --- |
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