**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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