

The Eight Point Project Success Checklist

☐ 1. Completion

Give and get a specific date and time as the clear deadline for the completion of the project. This is not an appointment. It is a deadline.

☐ 2. Clarity

Have all projects repeated back or paraphrased.

☐ 3. Plan

Have all projects planned out into subprojects and tasks.

☐ 4. Obstacles

Determine the project potential obstacles with solutions prior to commencing work on the project.

☐ 5. Tracking

Specific tracking meetings should be determined during the project planning process.

☐ 6. Review

Review the complete project plan prior to commencing work on the project.

☐ 7. Progress

Review the facts of the project's progress and not the opinion of the project's progress during the pre-planned tracking meetings.

☐ 8. Lessons Learned Review

Schedule the specific date and time of the Lessons Learned or Hindsight Review meeting during the project planning process.

CURRENT PROJECT LIST

Date_____

BUSINESS PROJECTS

<i>RESPONSIBLE FOR</i>	(DUE DATE)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BUSINESS PROJECTS

<i>PARTICIPANT</i>	(DUE DATE)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____