

Project Manager's Activity Checklist

Project Name:

Project Manager:

Project Sponsor:

Project Customer:

Facilitator:

Review Date:

Tasks	Date Complete	Notes*
Understand the role of a project manager		
Understand project situation		
Assess my readiness as project manager		
Define project		
Identify project constraints		
List project goals		
Prioritize project goals		
Formalize project goals		
Create task list for each project goal		
Identify task dependencies		
Group tasks logically		
Create work breakdown structure		
Meet with project team		
Create manual project timeline		
Create formal project timeline		
Request feedback on preliminary project plans		
Create contingency plan		
Create formal project plan documents		
Submit formal project plans		
Project plan is approved		
Held project kick-off meeting		
Create schedule of project team meetings		

Clarified project team roles with team		
Delegated tasks to team		
**Conduct first project status meeting		
Write first project status report		
Submit first project status report		
Conduct second project status meeting		
Write second project status report		
Submit second project status report		
Conduct third project status meeting		
Write third project status report		
Submit third project status meeting		
Conduct final project status meeting		
Wrote final project report		
Submit and present final project report		

*In notes column, keep track of your thoughts or any problems you encounter. Although there is not much space here, you may describe each issue briefly. You may also want to consider keeping track of such information in a project journal.

**The bottom section of this checklist is grayed-out because depending on the size and duration of your project, you may have more or fewer status meetings, and status reports to write and submit. You can use this checklist for this information or you may choose to keep track of it in a separate file, particularly if your project is large and this process repeats many times.