

10-Point Checklist: Project Management Excellence

Effective project management is the bridge between strategy and reality. Use this checklist to ensure every initiative remains on track, within scope, and aligned with stakeholder expectations.

☐	1. Define Objectives & Prepare Business Case (Go/No-Go): Does every initiative have a clearly defined objective, and has a formal business case been completed to validate viability, resulting in an explicit "Go/No-Go" decision before committing resources?
☐	2. Establish a Robust Project Charter: Is there a formal document outlining scope, objectives, authority, and primary stakeholders to prevent "scope creep" from the start?
☐	3. Map Detailed Work Breakdown Structure (WBS): Have you broken the project into manageable phases and individual tasks with clear, non-overlapping ownership?
☐	4. Implement Realistic Scheduling & Milestones: Are timelines built based on realistic capacity and buffer time, rather than optimistic estimates, with clearly defined milestones?
☐	5. Select Team Members & Assign Clear R&Rs: Have you selected the right team members and assigned explicit Roles and Responsibilities (R&Rs) so that everyone understands their specific deliverables and interactions?
☐	6. Maintain Active Risk Management: Is there a living "Risk Register" that identifies potential bottlenecks or threats, along with pre-defined mitigation strategies for each?
☐	7. Ensure Consistent Communication Loops: Are there structured, recurring touchpoints (e.g., daily stand-ups, weekly status reports) to ensure that information flows transparently to all stakeholders?
☐	8. Monitor Resource Allocation & Capacity: Are you tracking actual effort versus planned effort to ensure team members are neither over-utilized nor under-utilized?
☐	9. Enforce Change Control Protocols: Are change control protocols clearly defined during both the planning stage (to establish baseline management) and the execution stage (to manage scope, timeline, and budget impacts) to ensure every modification is formally evaluated and approved before implementation?
☐	10. Conduct Formal Post-Project Reviews: Do you perform a "lessons learned" session after project closure to document what went right, what went wrong, and how to improve for the next cycle?

BTensure is your partner to implement the changes smoothly and successfully