### Project Readiness Checklist

Use this checklist to help you develop a clear understanding of the expectations, outcomes, and needs of your project before starting work on your project.

#### Project Leadership Readiness
- What are your expectations and concerns with the project?
- What has been your experience leading/managing projects?
- What has worked/has not worked leading projects?
- What project management tools do you intend to use or need?
- What is your proposed project schedule (if known)?
- What does success look like for the project?

#### Project Readiness
- What are the project needs/goals?
- What are your needs/expectations?
- What project management services will you need (project management, change management, communication)?
- What issues do you foresee?

#### Project Charter Readiness
- Define scope of the work
- Identify stakeholders
- Identify project team members
- Define the requirements that must be met for successful project completion
- Formally authorize the project

#### Responsibility Readiness
- Identify who will assume which roles and who has accountability for decisions and responsibility for activities
- Generate a list of key individuals and groups that are affected by a particular activity and/or decision
- Develop an initial list of actions and decisions that need to made