



# Checklist

## ✓ Project goals

- ☐ Ensure goals are clear, realistic, mapped to actions and measures, correctly translated into project deliverables, and regularly monitored throughout the project lifecycle.
- ☐ Align goals and ensure they are sponsored by relevant stakeholders across the organization, and properly communicated and understood by the implementation team.

## ✓ Project organization structure

- ☐ Align business streams with functional workstreams for better efficiency and structure, and make sure the business stream is directly involved in the project.
- ☐ Secure a strong executive sponsorship and active engagement from senior business stakeholders within each business stream.
- ☐ Ensure cross-team collaboration in which members of each workstream are involved in other workstreams to avoid working in silos.
- ☐ Plan and budget the project resources in proportion to the effort and complexity of the project.
- ☐ Define accountability and responsibility at the project leadership level. Each stream identifies an owner with autonomy who is empowered to make decisions.

- ☐ Identify relevant project roles and areas of ownership and assign them to team members with the right expertise and experience.

## ✓ Project approach

- ☐ Analyze, review, and confirm that your chosen implementation methodology works well with the business and project constraints and circumstances.

## ✓ Classic governance

- ☐ Establish an effective steering group that understands enough of the project details to actively steer the project based on meaningful, actionable, and evidence-based information.
- ☐ Create a risk register with meaningful and actionable risks that align with project priorities and are actively addressed.
- ☐ Implement stage gate or milestone-driven planning and reviews as checkpoints to better track and communicate implications of the project status.
- ☐ Implement design review boards to ensure new designs and changes operate within the boundaries of the solution blueprint and don't adversely affect other designs.