

## ☒ 1. Define Clear Goals and Objectives

- **What's the purpose of this project?**
  - Set SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
  - Make sure everyone involved understands the “why.”
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## ☐ 2. Conduct Research and Feasibility Study

- Gather information about similar projects.
  - Analyze risks, costs, time, and resources required.
  - Validate that the project is realistic and worth pursuing.
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## ☐ 3. Identify Stakeholders

- Who is affected or involved in this project?
  - Engage key stakeholders early.
  - Clarify roles, responsibilities, and expectations.
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## ☐ 4. Create a Detailed Project Plan

- Break the project into phases and tasks (use tools like Gantt charts or Kanban boards).
  - Set timelines, milestones, and deadlines.
  - Assign responsibilities and resources.
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## ☐ 5. Set a Budget

- Estimate the full cost of the project.
  - Include a buffer for unexpected expenses.
  - Track and manage the budget from the start.
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## ☐ 6. Choose the Right Tools

- Select project management tools (e.g., Trello, Asana, Microsoft Project).
  - Use communication and file-sharing platforms (e.g., Slack, Google Drive, Teams).
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## ☐ 7. Build the Right Team

- Assign team members based on skills and experience.
  - Make sure there's a balance of technical and soft skills.
  - Clarify communication structure and decision-making hierarchy.
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## ☐ **8. Define Success Metrics**

- How will you measure success?
  - Agree on KPIs (Key Performance Indicators).
  - Include both short-term and long-term measurements.
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## ☐ **9. Risk Management Planning**

- Identify potential risks and challenges.
  - Create mitigation and contingency plans.
  - Revisit the risk plan periodically.
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## ☐ **10. Communicate Expectations**

- Set the tone for collaboration and feedback.
- Establish regular check-ins or meetings.
- Encourage open and transparent communication.