

Checklist Template

Company Name	Checklist Name	Date Created	Revision Number

Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)

Checklist Description

Who's Involved		When is the checklist needed?
Name	Department or Function	Example: Phase completion, proposal created, etc.

What are the items?

[illegible]

Who does the process transfer to next?

Name	Department or Function	Milestone