

# Planning Questionnaire for the Manager

- o Have you got the commitment of the executive management for the project?**
- o Do all the executive managers know what they have to do?**
- o Has agreement been reached on the resources needed?**
- o Have the key milestones been agreed?**
- o Have the project plan been agreed by the executive management?**
- o Are problems/solutions passed to the executive being promptly resolved?**
- o Does everyone on the project know what is expected of them?**
- o Do you know what tasks the company have to do?**
- o Do you know what the consultant will provide to the company?**
- o Have you identified any inhibitors and ensured they are not on your team?**
- o Have you agreed how, and when, communication with the staff will be handled?**
- o Have dates been set for steering group meetings?**
- o Are steering group meetings being held on schedule?**
- o Will you make the target date?**