

# PROJECT

## STARTUP CHECKLIST

### CREATE A PROJECT CHARTER

- 1. Request and review the project charter (or statement of work).
- 2. Ask the project sponsor these questions to further develop the project charter:
  - Why are we doing this project?
  - What problem are we addressing?
  - What results do we want to achieve?
  - What are the milestones and deliverables?
  - What are the acceptance criteria for the milestones and deliverables?
  - How will we deliver the milestones and deliverables?
  - Where will we deliver the milestones and deliverables?
  - When are the milestones and deliverables due?
  - What is not in scope for this project?
  - What assumptions have we already made?
  - What constraints do we need to satisfy?
  - What impact will this project have on other people, processes, or procedures?
  - Are there any other social, environment, or financial impacts?
  - What should our success measures be?
  - How, when, and to who should we report on the success measures?
  - What roles do we need on this project team?
  - What employees are on the project team and what is their title and contact?
  - What contractors are on the project team and what is their title and contact?
  - What client stakeholders are involved and what is their title and contact?
  - Do we need to keep any other stakeholders in the loop?
  - What other resources do we need (e.g., fundings, hardware, software, etc.)?

- Who is the point of contact for these resources?
- 3.** Finalize and sign the project charter to authorize the project manager to start the project and to review the information with the team during the kickoff meetings.

## CREATE A STAKEHOLDER REGISTER

- 4.** Review the list of stakeholders on the project charter.
- 5.** Ask the project sponsor specific questions to develop the stakeholder register:
  - What roles do we need on this project team?
  - What employees are on the project team and what is their role?
  - What contractors are on the project team and what is their role?
  - What client stakeholders are involved and what is their role?
  - Do we need to keep any other stakeholders in the loop?
  - What influence, or power, does each stakeholder have on the project? High or low?
  - What is the interest level of each stakeholder on the project? High or low? And what are they interested in?
- 6.** Use the power interest grid to rate the stakeholders' engagement needs.
- 7.** Create the stakeholder register to review and finalize with the team during the kickoff meetings.

## CREATE THE PROJECT CHARGE CODES

- 8.** Create the project codes (e.g., MLLC 2201).
- 9.** Create the project categories (e.g., based on the project lifecycle or project deliverables).

## WHAT'S NEXT?

Once you complete these three steps to start your project (create a project charter, create a stakeholder register, and create the project charge codes) you are ready to kickoff and plan your project. Check out our blog at [www.metispire.com](http://www.metispire.com) for more information on how to kickoff and plan your project.