

Project implementation checklist

Even the most considered project plan is just a stack of paper if it's not associated with a detailed plan for implementation. Such a plan contains a set of **project implementation procedures**, describes ways to mitigate project implementation risks, and solves potential project implementation challenges. Read this **Project Implementation Template** to create sufficient project implementation models to initiate, manage, control and close your projects.

1. Project Scope and Deliverable

- Create a list of products and services (deliverables) to be delivered. (A deliverable is a tangible, measurable and auditable output that is planned to be achieved or produced to complete a project or part of a project).
- List milestones for each deliverable. (A milestone is a regular check point that shows current progress in achieving a deliverable and tells you if you are on the right way to get the deliverable).
- Set a cost for every deliverable. An aggregate of deliverables' costs forms the total **project implementation costs**. Add deliverables' costs to your project budget.
- Create a list of resources needed to achieve each deliverable.
- Create a detailed list of activities needed to accomplish current project. The list will be used for defining project manager's responsibilities and project team's duties.
- Create a description of expectations and associate each expectation with **project implementation timeline**.

2. Project Implementation Schedule

- Make project implementation document templates that define a logical sequence of events over time to do project tasks, from concept to delivery. These templates will be used further to create Implementation Schedule.
- Implementation Schedule is a framework for consistent **project implementation and management** to determine major phases of project works that will be carried out to achieve the desired goals and all associated deliverables.
- Outline Implementation Schedule taking into account the following components:
 - Project phases
 - A list of deliverables associated with each phase
 - A description of **project implementation methods** to produce each deliverable
 - Key milestones
 - Responsibilities of project participants for applying each project implementation method
- Make sure Implementation Schedule is checked by **project implementation office** managers.


3. Risk Management

- Risk management is one of the most essential parts of implementation plan that allows understanding potential **project implementation problems** and risks and reducing likelihood or consequence of unpleasant surprises.
- While managing risks, take into account that they may appear as a consequence of:
 - Changing circumstances
 - Further development of project plan
 - Any changes to project scope and deliverables
 - Discussions with project stakeholders and clients
- Develop risk management plan that includes project implementation procedures to document risk assessment and follow risk management strategies. Risk management plan also identifies who is responsible for reviewing risks.
- Schedule regular **project implementation reviews** of risks.

4. Quality Assurance

- Quality assurance involves a number of measurements and actions to assure integrity and feasibility of all processes undertaken to accomplish project plan on time and on budget. It also involves monitoring of **project implementation strategy templates**.
- Identify deliverables that require implementation of quality assurance processes, including management of contracts, requirements, achievements, research methodologies, and technical specifications.
- Define who will be responsible for monitoring and controlling quality of particular deliverables, including management of **project implementation best practices**.

Project Management Checklists

The Project Management Checklists helps you manage project processes and define project standards to avoid omissions and errors in your contracts, improve your personal negotiating style as well as providing your team with effective strategies for overcoming hardships. You can drastically increase the chances of gaining a profit on each project by using checklists of this section at every phase of the project management process: from the initiation, presentation, and discussion phases all the way through to closure 

- [Project Quality Checklist](#)
- [Project Quality Management Checklist](#)
- [Project Phase Checklist](#)
- [Project Implementation Checklist](#)
- [Performance Management checklist](#)
- [Project Procurement Management Checklist](#)
- [Project Change Management Checklist](#)
- [Project Cost Management Checklist](#)
- [Project Risk Management Checklist](#)
- [Project Management Checklist](#)
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- [Checklist For Establishing Sponsorship Project](#)
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