



## Project Execution Checklist

*Project Name:*  *Date:*

*Project Number:*  *Agency:*

*Modification Dates:*  *Prepared by:*

	Item	Status	Comments
1	Ensure team members have whatever is required to perform their tasks.		
2	Review identified risks with project team and project sponsor.		
3	Re-evaluate each risk.		
4	Update risk management worksheet regularly.		
5	Identify and resolve issues, escalating them if necessary.		
6	Provide timely communications according to communications plan.		
7	Prepare project status report regularly.		
8	Ensure status meetings are being held with the project team regularly.		
9	Communicate roll-out information.		
10	Conduct training for project team members and update training plan.		
11	Allocate and assign work to project team members.		
12	Conduct team building activities.		

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13	Reward team members.		
14	Manage project team member changes.		
15	Update project repository.		