

Project Management Checklist

Instructions

As you plan for your initiative and develop your work plan, use the checklist below to ensure you have a plan you can control and manage. The checklist will help ensure your initiative is aligned with the organization's goals.

Related tool: [Work Plan Template](#)

Project Management Checklist

1. Are we clear about who the opioid initiative sponsors are and what each of them needs/expects?

- Do we have an explicit, documented understanding of their expectations?
- Do we have a regular mechanism for reporting progress to the sponsors/champions and for identifying and working through issues with them?
- Do we understand who the other important internal influencers are (e.g., management team, board members), and do we have adequate contact with them?

2. Do we have a work plan aligned with our objectives?

- Is the scope of the initiative clearly documented in the work plan?
- Do we have adequately defined deliverables and due dates?
- Have we sketched out the work steps needed to achieve the deliverables by their due dates?
- Have we identified the people, skills, and time needed to accomplish these work steps by their due dates?

3. Is the opioid initiative appropriately organized and staffed?

- Is there someone responsible for creating and maintaining the work plan, for coordinating the teams, and for reporting on our progress against plan?
- Is there adequate administrative support to track and report on progress on a regular basis?
- Are the work teams staffed with the right people with the appropriate skills?
- Do the work teams understand the plan, deliverables, and time frame?
- Are the accountabilities clear for each team and individual?
- Are there mechanisms in place for the team to regularly meet, identify and work on issues, and track their resolution?
- Are there escalation mechanisms in place so that critical issues are quickly raised to the attention of the opioid initiative sponsor?

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4. Is the opioid initiative adequately funded and controlled?

- Is there a budget linked to the work plan?
- Does each team know its budget, and has the budget been communicated to team members?
- Are there mechanisms to ensure that expenses are appropriately charged to the budget?
- Can we track actual costs to date against budgeted expenditures? Can we track expected future costs against budgeted expenditures?
- Do we have processes in place to identify and escalate budget issues and to work on them, if necessary, with the opioid initiative sponsor?

5. Do we have a way to adequately manage risk?

- Have the work plan and budget been reviewed by the opioid initiative sponsor and other key members of the management team?
- Do we have an adequate understanding of the risks associated with the opioid initiative? Have these been documented?
- Have we taken adequate steps to mitigate these risks? Have we documented our mitigation steps?
- Given the strategic importance of this engagement, do we have ways for the organization to assure that the opioid initiative is aligned with the management team and board's expectations?