**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12367&utm_source=template-word&utm_medium=content&utm_campaign=Starting+Up+a+Project+Checklist-word-12367&lpa=Starting+Up+a+Project+Checklist+word+12367)Starting Up a Project Checklist**

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|  |  | Project Mandate |
|  |  | Outline why the project is necessary and its desired goal or outcome. |

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|  |  | Business Case |
|  |  | Evaluate the benefits, costs, and risks of the project to the organization. |

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|  |  | List of Appointed Roles |
|  |  | Document roles and responsibilities, owners of various tasks, and who will comprise the project team. |

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|  |  | Initiation Stage Plan |
|  |  | Ensure that the initiation stage of the project is focused and structured. |

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