**[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=Initiating+a+Project+Checklist-word-12367&lpa=Initiating+a+Project+Checklist+word+12367)Initiating a Project Checklist**

|  |  |  |
| --- | --- | --- |
|  |  | Align expectations with all stakeholders. |

|  |  |  |
| --- | --- | --- |
|  |  | Update the business case. |

|  |  |  |
| --- | --- | --- |
|  |  | Create a project plan with the following project controls: |
|  |  | * Timeline target * Cost target * Quality control target * Scope target * Benefits reporting * Risk monitoring * Change control strategy |



|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |