**Starting Up a Project Checklist**

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

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

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

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



|  |
| --- |
| **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. |