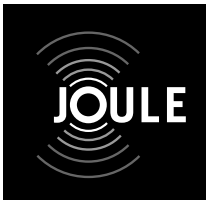


PROJECT DELIVERY CHECKLIST

These are the basic steps to take for delivering your project successfully. Tick the boxes when you've completed them:

- Make an itemised list of each thing the project is going to deliver: these are called deliverables
- Identify key steps for each part of the project delivery
- Prepare written specifications for each step
- Determine how much time is needed for each step
- Create an overall timeline and identify dates for project launch and completion date
- Review the sequencing of all parts of the project, assessing potential bottlenecks and risk areas
- Determine the cost of each part of the project
- Establish a cash flow to meet the needs of each part of the project, and factor in a percentage contingency as back-up money to cover unforeseen expenses
- Organise the team of deliverers for each part of the project
- Establish a Project Control Group (PCG) if needed
- Outline the duties of each deliverer and provide a written brief for them including responsibilities, timeline and cost controls
- Ensure materials are available for each step, including purchased and in-kind materials
- Plan quality control procedures and monitoring of delivery
- Regularly review progress against timeline and adjust plan as needed
- Keep all partners and sponsors up to date on delivery and any issues
- Review/finalise communications and marketing strategy
- Prepare for the project launch: launches are either soft (featuring a quiet opening or release date) or hard (on a set date with media or public attendance)
- If possible, test out the project prior to launch
- Record the project launch and outcomes: photos, drawings, media coverage.



AFTER YOUR PROJECT LAUNCH

There are some important evaluation steps to take after your project has been launched. Follow this checklist:

- Provide operations manual if one is needed
- Finalise the budget and audit the outcomes against each budget line
- Finalise contract reporting: e.g. to funders
- Re-assign project personnel if needed
- Evaluate the project delivery — for example, through peer review — measuring it against initial aims, objectives and deliverable outcomes
- Write a final overview or wrap report
- Formally thank all your key deliverers, project partners, funders and sponsors
- Declare the project complete
- Keep in touch with satisfied project partners in the long term, as they are the prospective partners of future projects.