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Requirements Suite

Project Startup Checklist

When does a project start? This is the primary question when the project startup stage begins. There are also other project startup questions to be answered. If you are going to start a project, you need to be ready to consider many questions and find right answers. The Project Startup Action Plan will help you as it includes tips on implementing the project startup stage. This action plan consists of the following topics:

a) Project Baseline

b) Staffing

c) Project Repository

d) Project Startup Meeting

1. Project Baseline

☐ Create a baseline of your project considering the constraints of Time, Cost, Scope and Quality, as shown below.

- **Time:** create the schedule baseline that covers original project start to finish durations, timelines, durations of key project tasks, activities and milestones.

- **Cost:** set the planned or budgeted cost and define the expected project revenue.

- **Scope:** express the project effort in working hours and determine work packages and tasks within the work breakdown structure of your project.

- **Quality:** establish quality requirements and determine methods of quality assurance and control.

2. Staffing

☐ Create a staffing plan which establishes the necessity for roles and assignments within your project.

☐ Design a project team organization chart that specifies all the roles and assignments determined in the staffing plan.

☐ The following major roles can be specified in your organization chart:

- Project Manager

- Risk Manager

- Quality Assurance Manager

- TQM Facilitator Engineers

- Team Leaders

- Assistants

☐ Share copies of the chart among all team members.

☐ Create a staff rotation plan, a formal document describing how employees can rotate within the project and delegating their roles and duties.

☐ Prepare a staffing report showing that the project has been staffed with appropriate human resources.

3. PROJECT REPOSITORY

☐ By means of IT technologies and software, create a project repository—a centralized database keeping critical information on the project and providing historical records on project startup activities.

☐ Use your project repository for strategic planning and management of the project. Note that the project repository is not intended for managing current project activities and tasks, but rather, it is used for storing and recording the initial steps of your project start checklist.

☐ When establishing your project repository (database), consider the next requirements to be met: The database should be accessed remotely through networks and Internet. The database is protected from internal and external dangers. A system of user permissions is embedded in the database providing authorized logins for team members. Backups of the database are made regularly for project data security and restoring purposes. Appropriate specialists are employed and assigned to administering and maintaining the database throughout the project course.

☐ Consider adding the next information in your project repository:

- Project summary information, including your project startup plan and key project startup questions to be answered at the initiation phase

- Project staffing information

- Project schedule Project budget

- Project risk management measures

- Quality audit measures

- Original requirements and expectations of the customer

4. Project Startup Meeting

☐ Consider planning for a project startup meeting, which often refers to a project kickoff meeting when the project manager presents the project to key stakeholders. The next information on the project will be presented: Project goals and deliverables Basic requirements and ways to meet them Project management methodology (e.g., Prince2 project startup methodology, PMBOK methodology, etc.) Key members of the project team Project plan and schedule Project budget and project startup costs Assumptions and constraints Identified risks and ways to mitigate them (a contingency plan)

☐ Design a project startup meeting agenda that will describe key activities to be performed on the meeting and key issues (e.g., project start date and finish date) to be addressed during the meeting.

☐ Specify project start to start date in your meeting agenda.

☐ Share copies of your project startup meeting agenda with all participants.

☐ Send formal invitations to all meeting participants.