



Project Success Checklist

This Success Checklist provides a quick method of deducing contributing factors and drivers towards project success and failure*. Review each question, making a balanced and dispassionate assessment. Tick the appropriate answer; was the responsibility achieved fully? If not, it will have contributed to some extent to project failings or would have been a key driver for failure. Perform the same assessment for all projects that did not deliver 100%.

Does a common thread or trend emerge? Training targeted around these areas will lower the probability of failure or poor performance.

Criteria for Project Manager Success	Yes - Achieved	Contributed to Failings	No - Failure Driver
As the project manager did you understand the key measures of success and failure and drive the project to success – was the team focused on delivering this success?			
Did the PM take responsibility to ensure the project met business case / strategic requirements?			
Was the Business Case reviewed throughout the project lifecycle to ensure the project was still valid?			
Was the project clearly defined in terms of scope and quality?			
Was the scope broken down into manageable deliverables with each deliverable being clearly defined?			
Was the project started correctly, with clear communication of objectives, owners and responsibilities?			
Was the project correctly staffed with appropriately skilled resources?			
Were tasks, man-hours and costs accurately estimated?			
Were actual man-hours and costs measured through the project by deliverable?			
Did the project sponsor or executive approve authority to proceed to each subsequent stage of the project based upon the recommendations of the project manager?			
Was a progress and reporting cycle established to ensure work was tracked appropriately?			
Were suitable risk, issue and change management processes established with clear escalation routes where appropriate?			
Were change requests (variations) assessed for impact on time, cost and quality before being approved?			



Criteria for Project Manager Success	Yes - Achieved	Contributed to Failings	No - Failure Driver
Did senior management in the form of the sponsor or executive provide assistance when required by the project manager?			
Were delays, overruns or resource shortages identified in a timely manner and active recovery plans implemented to eliminate milestone slippage where possible?			
Did the project team work with a common focus and spirit?			
Were conflicts within the project team resolved and consensus achieved in a timely manner?			
Were stakeholders and their expectations actively managed?			
Was there a smooth handover on project completion?			
Was there a proper project close process and lessons learned exercise like this conducted at project completion?			

* This Checklist is not a replacement for formal and thorough lessons learned and/or after action review which one would expect at project close.