

# PROJECT EXECUTION CHECKLIST

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Blank checklist begins on page 2.

	ITEM	DATE DUE	STATUS
	Project Execution Plan		
	Project Execution Strategy Plan		
	Scope Creep Management Plan		
	Risk Assessment / Analysis		
	Risk Reporting Structure		
	Risk Management Plan		
	SMART Goals Developed		
	Benchmarks for Deliverables		
	Preliminary Project Resources Acquired		
	Procurement Structure		
	Risk Contingency (20%) Budgeted		
	Lessons Learned		
	Retrospective Time Scheduled		
	Stakeholder Communication Plan		
	Team Communication Plan & Schedule		



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