**PROJECT SCHEDULE CHECKLIST**

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|  |  | Define measurable project goals |
|  |
|  |  | Begin a project plan |
|  | Include: |  |
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|  |  |  |   |   |  |
|  |   |  |   | Project overview |  |
|  |   |  |   |   |  |
|  |   |  |   | Project scope |  |
|  |   |  |   |   |  |
|  |   |  |   | Project budget |  |
|  |   |  |   |   |  |
|  |   |  |   | Risk management strategy |  |
|  |   |  |   |   |  |
|  |   |  |   | Communication plan |  |
|  |   |  |   |   |  |
|  |   |  |   | Project schedule |  |
|  |   |  |   |   |  |
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|  |  | Use your overview and scope to create a list of your major project phases |
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|  |  | Create a work breakdown structure |
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|  |  | Determine task dependencies |
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|  |  | Identify the critical path |
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|  |  | Determine the project start date and estimated end date |
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|  |  | Identify the team and their skill sets |
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|  |  | Map out tasks for team members |
|  |
|  |  | Estimate start and end dates for project tasks and phases |
|  |
|  |  | Finalize your project schedule |
|  |
|  |  | Finalize your project plan |
|  |
|  |  | Submit your project plan for approval |
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