**[](https://www.smartsheet.com/try-it?trp=11697&utm_source=integrated-content&utm_campaign=/content/how-to-create-project-schedule&utm_medium=Project+Schedule+Checklist+doc+11697&lpa=Project+Schedule+Checklist+doc+11697)PROJECT SCHEDULE CHECKLIST**

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