

Checklist:

HOW TO TAKE OVER AN EXISTING PROJECT



When you take over an existing project you need to know what has been done already and what is still to do. Here are 10 checks that will help you uncover the state of the project that you are taking on.

Check #1: Your Role

- Clarify your role, responsibilities and authority level.

Check #2: The Vision

- Find out if there is a project vision and what it is.

Check #3: Objectives

- Clarify the project's objectives. Write them if they don't exist.

Check #4: Plan

- Review the high level and detailed plans.
- Confirm any fixed deadlines.

Check #5: Governance

- Introduce yourself to the project sponsor.
- Find out what reports are expected and what sign off processes exist.

Check #6: Budget

- Confirm if the budget is approved and how much has been spent already.

Check #7: Resources

- Meet the team. Find out what availability they have to work on the project.

Check #8: The Big Picture

- Clarify what priority the project is and where it fits in the overall business strategy.

Check #9: Communications

- Review the communications plan.

Check #10: Other Documentation

- Review any other existing documentation.

Now you know the state of your project you can give your sponsor confidence that you've got everything under control, and help the team deliver successfully.

My Other Checks

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