

Project Execution Checklist

Keep a project on track from kickoff to close-out.

Project Name:

Deadline:

Owner:

Pre-Launch Checklist

☐	Scope confirmed with stakeholders
☐	Resources and people assigned
☐	Timeline mapped to milestones
☐	Risks identified up front
☐	Stakeholders informed of the plan
☐	Budget confirmed
☐	Success metric defined
☐	Kickoff scheduled

Execution Milestones

Milestone	Target Date	Status	Notes

Risk & Blocker Log

Risk / Blocker	Likelihood	Mitigation Plan

Close-Out Checklist

☐	Deliverables confirmed against scope
☐	Stakeholders signed off

Lessons learned logged

Resources released

Final report sent