## 4T16 Project Execution Plan Checklist

This checklist template is based upon the Project Management Body of Knowledge i.e. *“plan the work then work the plan”*

### Project Execution Plan Checklist

1. **Purpose**: State the purpose of the project which is to be realised
2. **Mandate:** Confirm the approval given to initiate the project e.g. date of the approval of the recommendation/budget allocation to be implemented based on the organisations Infrastructure Plan and Infrastructure Programme Implementation Plan
3. **Project Scope:** insert the scope of the project from the feasibility assessment
4. **Objective/s:** Insert the objective/s of the project to be implemented including any social economic objectives (e.g. community employment, skills development etc.)
5. **Results:** State the results to be achieved by the project i.e. results to achieve the objective/s
6. **Institutional Arrangements/Project Team:** State what the institutional arrangements are for the project & who the project team will be, who the project manager will be and define roles and responsibilities of stakeholders/people involved in the project team, including any external resource required to achieve the results. (Note in terms of good project management single point accountability for each work component is essential i.e. who is the specific person/functionary responsible for each element.
7. **Procurement/Contracting Arrangements:** State if any external resources/service providers are to be contracted in order to implement the project. If yes, include the Terms of Reference/scope of work for the service provider as an annexure. Use the standard TOR template for this.
8. **Project Cycle:** State the project cycle from start to completion comprising the major work components and deliverables/results to be achieved within each work component.
9. **Financial Implications:** State the project budget (including the major cost items e.g. cost of engaging service providers, contractors and ancillary costs such as production of manuals, communication workshops etc). Provide cost schedule in standard template format.
10. **Timetable:** Provide a summary timetable of the actions to be undertaken /duration/start date/completion date/responsibility. If appropriate back up the summary timetable with a detailed Microsoft Projects gant chart.
11. **Monitoring and Reporting:** State the Key Performance Indicators which will be used to monitor progress and effectiveness. State the reporting to be provided including a report template, frequency of reporting, and responsibility for reporting.
12. **Risk Management:** State the major risks that the project may encounter and how the risks will be mitigated (i.e. actions to reduce and manage the risks), who is responsible for each action.
13. **Quality Management:** State how quality of the end products/results will be assessed, when and by whom managed.
14. **Communication Management:** State the communication plan for the project including: what the communication components are and for each component who the target audience is, what is the message to be communicated, what medium is to be used to communicate with the target audience, frequency of communication, actions required to achieve each communication component, responsibility for achieving each component, risks associated with each component, and cost of each communicating? Component