Washington State Department of Labor & Industries

Checklist Item	Response Y / N / NA	Comments/Plans to Resolve
Has a request been submitted for a new Project SharePoint site?		
Have you reviewed lessons learned from similar types of projects?		
Have you determined project deliverables?		
Has a Budget and Resource Request been submitted?		
Has the project charter been developed and signed?		
Have you developed a project schedule? <insert link when finalized>		
Have you held a project kick-off?		
Have you developed a Project Management Plan? <insert link when finalized>		
Have you reviewed the WCSM Program Project logs: • Assumptions Log • Change Control Log • Decision Log • Deliverables Log • Dependency Log • Issue Log • Risk Log • Communication Log <insert link when log has been finalized> •		
Have you entered project deliverable information into Monday.com?		
Have you begun scheduling project team meetings, check-in meetings with sponsors/leads, etc.?		

Have you completed the monthly status report? <insert link when finalized>		

WCSM New Project Start-up Checklist