Project Manager Checklist

KETEK GROUP
Results Driven.

The Project Manager's role on any project is to:

1. Determine and define stakeholder requirements ☐

2. Organize, coordinate and direct the project ☐

3. Implement a "zero today" safety culture throughout the project team ☐

4. Establish project objectives ☐

- **a.** Safety ☐
- **b.** Quality ☐
- **c.** Scope ☐
- **d.** Schedule ☐
- **c.** Cost ☐

5. Build an integrated project team ☐

6. Lead and direct the project team ☐

7. Communicate well-defined requirements and standards to the project team ☐

8. Delegate responsibilities to properly qualified team members ☐

9. Motivate all team members over the project life cycle ☐

10. Listen to all stakeholders, solve problems and resolve conflicts ☐

11. Forecast and report project status ☐

12. Manage risk ☐

13. Evaluate project performance against standards and benchmarks ☐

14. Manage the contract and the client ☐

15. Control the project so that all objectives are met. ☐