

## 12 Key Questions for a Successful Project Execution

A successful project kickoff allows for open communication, so all stakeholders are aligned and benchmarks are established up front. Consider these questions before you kick off your next project.

Y / N **1.** Has a kickoff meeting been scheduled?

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Y / N **2.** Have all stakeholders been identified for the success of the project?

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Y / N **3.** Have expectations been established?

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Y / N **4.** Has a quality plan been created?

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Y / N **5.** Have safety guidelines/plans been established?

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Y / N **6.** Has a staffing plan been established?

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Y / N **7.** Are risks being addressed and documented?

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Y / N **8.** Is project progress and budget being tracked?

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Y / N **9.** Is there a review process?

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Y / N **10.** Are milestones and billing terms properly tracked and documented?

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Y / N **11.** Is there a change order process?

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Y / N **12.** Have metrics been established for the review of designs?

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Our Team of industry specialists can help you anticipate challenges and address critical issues, so your project remains on time and on budget. Contact us today.

**Avoid Unexpected Obstacles with a Proper Project Kickoff**



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