

Project Name :

Completed By :

Date :

Item	Description	Y	N	N/A	Comments
1	Has the project manager been identified ?				
2	Has a project sponsor been defined ?				
3	Have all the necessary stakeholders been identified and considered for membership in the project team ?				
4	Has the project team been established ?				
5	Has all background documentation been obtained and reviewed, including appropriate contracts ?				
6	Are the initial roles and responsibilities documented ?				
7	Has the issues database been initiated ?				
8	Is the project goal/vision defined ?				
9	Has the project charter been written ?				
10	Are the project objectives clear and measurable ?				
11	Has the high-level project scope been defined ?				
12	Have major project constraints been identified ?				
13	Do project management guidelines need to be published ?				
14	Does the project have necessary senior management support ?				
15	Is the project feasible ?				
16	Have lessons learned been documented ?				
17	Is the project ready to proceed to the Planning Phase ?				

Other Comments :

Are you looking for help with project management ? You've come to the right place. We work with, and train, individuals and organizations, to improve their project management capabilities. With offices in [Seattle](#), WA, and [Tucson](#), AZ, we help local businesses, nonprofits, and government organizations around the country.

## ***Project Management Training***

---

Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager. Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and [templates](#) we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment, on-site, and on-line basis. Please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related [training](#).

- Introduction to Project Management (4 hours)
- Project Management Introduction for Smaller Organizations (4 hours)
- Project Management Introduction (1 day)
- Project Management Principles (2 days)
- Project Management Fundamentals (3 days)
- Project Management Skills for Success (5 days)
- Project Management Foundation Course (7 days)
- CAPM Certification Preparation (5 days)
- PMP Certification Preparation (5 days)
- Building High Performance Project Teams (1 day)
- Microsoft Project Best Practices Level 1 (1 day)
- Microsoft Project Best Practices Level 2 (1 day)

## ***Get the Project Management help you need, today***

---

Key Consulting consults with organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you:

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We can also supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the Project Management Institute (PMI®).

## ***Help, Support, and Feedback***

---

Let us know if you like this template - or if you don't. If you found it helpful, let us know how you used it. Need help getting it to work? Get in touch!

**Web** [http://www.consulting.ky/contact\\_us.php](http://www.consulting.ky/contact_us.php)  
**Twitter** <http://twitter.com/keyconsulting>  
**LinkedIn** <http://www.linkedin.com/groups?gid=2413988>

**Call 1-866-PM-ASSIST today or visit us at [WWW.CONSULTING.KY](http://WWW.CONSULTING.KY)**

## Save \$50 on our PMP or CAPM Certification Review Course

Save \$50 on Key Consulting's popular PMP and CAPM courses. Get certified and advance your career. Evening and day classes available.



Call us at  
1-866-PM-ASSIST  
today

May not be combined with other offers. Valid for phone registrations only. Expires 90 days from date of template download. Coupon Code TP01

[www.consulting.ky](http://www.consulting.ky)

Opening the door to successful project management...

01.10



Offer applies to public open enrollment courses. Current schedule available at [www.consulting.ky/training.php](http://www.consulting.ky/training.php)

## Free one hour in-person consulting or coaching

Review and discuss your next project one-on-one. Get tips and guidance on Microsoft Project usage. Have us introduce project management tools and techniques to your project team.



Call us at  
1-866-PM-ASSIST  
to schedule a time

Purchase 1 hour of consulting or coaching at the normal rate and receive the second hour free. If you are more than 30mins from one of our education centers we may perform services remotely, or at our location. Maximum 1 coupon per person/client. Coupon Code TP02

[www.consulting.ky](http://www.consulting.ky)

Opening the door to successful project management...

01.10



## Save \$30 on any of our highly rated project management courses

Save \$30 on Using Microsoft Project, Project Management Principles, Project Management Foundation Course, or any of our other courses.



Call us at  
1-866-PM-ASSIST  
today

May not be combined with other offers. Valid for phone registrations only. Expires 90 days from date of template download. Coupon Code TP03

[www.consulting.ky](http://www.consulting.ky)

Opening the door to successful project management...

01.10



Offer applies to public open enrollment courses. Current schedule available at [www.consulting.ky/training.php](http://www.consulting.ky/training.php)