

**San Pasa's  
QUICK-N-DIRTY TWELVE-STEP PROJECT CHECKLIST**

1. LIST PROJECT **OBJECTIVES** AND THE **STEPS** AND **DEPENDENCIES** TO ACHIEVE THEM
2. LIST AND EXAMINE **ASSUMPTIONS**
3. LIST **CONTINGENCIES** AND **STEPS** TO ADDRESS THEM
4. LIST AND DEFINE **ROLES** AND **RESPONSIBILITIES**
5. LIST AND ACQUIRE **RESOURCES**
6. **TEST** [VERIFY] PROCESSES AND TECHNICAL SOLUTIONS
7. **SCHEDULE** AND **COORDINATE** WORK
8. **DO** WORK; **REVIEW** AND **ADJUST**
9. **REPORT** TO MANAGEMENT
10. ENSURE **CUSTOMERS** RECEIVE APPROPRIATE, TIMELY INFORMATION
11. **THANK** CUSTOMERS AND OTHER PARTICIPANTS
12. LIST AND **REVIEW LESSONS** LEARNED