

# Project Setup Checklist

Set up the workspace, communication, timeline, and controls before execution starts.

## COMMERCIAL & SCOPE

- ☐ Signed contract / agreement received
- ☐ Scope and deliverables confirmed
- ☐ Payment terms confirmed
- ☐ Start date confirmed
- ☐ Revision / change-request process documented

## CLIENT INFORMATION

- ☐ Primary contact confirmed
- ☐ Decision-maker identified
- ☐ Stakeholders listed
- ☐ Emergency / escalation contact defined

## TOOLS & ACCESS

- ☐ Project management workspace created
- ☐ Shared folder created
- ☐ Communication channel created
- ☐ Required account invitations received
- ☐ Access permissions tested

## WORKFLOW

- ☐ Task ownership defined
- ☐ Approval workflow documented
- ☐ Communication cadence agreed
- ☐ Reporting cadence agreed
- ☐ Meeting cadence scheduled

## PROJECT PLAN

- ☐ Milestones created
- ☐ Deadlines entered
- ☐ Dependencies identified
- ☐ First deliverables scheduled
- ☐ Risks documented

## QUALITY & GOVERNANCE

- ☐ Brand / style guidelines saved
- ☐ SOPs or reference documents saved
- ☐ Privacy / security requirements documented
- ☐ Backup / version control process defined