

The project sheet

Five boxes to fill in before launch. If the project does not fit on this page, it is not ready to start.

Project _____

Sheet drawn up on _____

1 The objective, in one sentence, with a number

What will have changed, by how much, and by when.

The number _____

2 The budget, with a line for contingencies

Contingency is a separate line, not a margin hidden in every item.

Budget, excluding contingency _____ Contingency _____ Total _____

3 The date, and what happens if it slips

What a month's delay costs: money, customers, a missed season.

Planned end date _____

If it slips by a month _____

4 The owner: one person only

A name, not a department or a committee.

Name _____ Role _____

5 The three main risks, and the response to each

Response: what you do before.

No.	Risk	Response
1		
2		
3		

✓ Review, before launch

Reviewed by the one who pays

Name _____ Date _____

Agreed? ☐ Yes ☐ No ☐ With reservations

Reviewed by the one who delivers

Name _____ Date _____

Agreed? ☐ Yes ☐ No ☐ With reservations

Disagreement or reservation _____

If they disagree on a box, talk about it now, not after launch. The workbook "The project on one page" has the same five boxes and checks that they are complete.