

## Project Checklist

		Daily	Weekly	Weekly	Weekly	Monthly	Monthly	Quarterly	Quarterly	Quarterly
Week	W/C	To-do list (x5)	Action Log	Plan review	Project report	Cost plan	Risk register	Scope review	Team review	Benefits review
1		xxxxxx	x	x	x			x		
2		xxxxxx	x	x	x		x			
3		xxxxxx	x	x	x					x
4		xxxxxx	x	x	x	x				
5		xxxxxx	x	x	x					
6		xxxxxx	x	x	x		x			
7		xxxxxx	x	x	x				x	
8		xxxxxx	x	x	x	x				
9		xxxxxx	x	x	x					
10		xxxxxx	x	x	x		x			
11		xxxxxx	x	x	x					
12		xxxxxx	x	x	x					
13		xxxxxx	x	x	x			x		
14		xxxxxx	x	x	x		x			
15		xxxxxx	x	x	x					x
16		xxxxxx	x	x	x	x				
17		xxxxxx	x	x	x					
18		xxxxxx	x	x	x		x			
19		xxxxxx	x	x	x				x	
20		xxxxxx	x	x	x	x				
21		xxxxxx	x	x	x					
22		xxxxxx	x	x	x		x			
23		xxxxxx	x	x	x					
24		xxxxxx	x	x	x	x				
25		xxxxxx	x	x	x			x		
26		xxxxxx	x	x	x		x			

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27		xxxxxx	x	x	x					x
28		xxxxxx	x	x	x	x				
29		xxxxxx	x	x	x					
30		xxxxxx	x	x	x		x			
31		xxxxxx	x	x	x				x	
32		xxxxxx	x	x	x	x				
33		xxxxxx	x	x	x					
34		xxxxxx	x	x	x		x			
35		xxxxxx	x	x	x					
36		xxxxxx	x	x	x					
37		xxxxxx	x	x	x			x		
38		xxxxxx	x	x	x		x			
39		xxxxxx	x	x	x					x
40		xxxxxx	x	x	x	x				
41		xxxxxx	x	x	x					
42		xxxxxx	x	x	x		x			
43		xxxxxx	x	x	x				x	
44		xxxxxx	x	x	x	x				
45		xxxxxx	x	x	x					
46		xxxxxx	x	x	x		x			
47		xxxxxx	x	x	x					
48		xxxxxx	x	x	x	x				
49		xxxxxx	x	x	x			x		
50		xxxxxx	x	x	x		x			
51		xxxxxx	x	x	x					x
52		xxxxxx	x	x	x	x				