**Task List Development Aid**

When this task is completed, who might that impact?

What this task is completed, what is still left undone?

Are there people that need notified when any of these tasks are accomplished?

Do you need outside resources to be involved in order to achieve any of this?  If so, how far in advance do they need to be contacted to get started when I need them to?

Is there any paperwork or legal issues that may come up?  If so, who should I talk to about finding out the timing needed to do these things?  Do I have all the information about where to find this info?

Are other people needed to complete portions of this project?

How will it be handled if they are not available?

Who is your backup?  How far in advance do you need to inform this person of the project?

Do you trust this person’s ability to hold timelines/costs?  If not, how much extra time or money do you feel is needed as a buffer if you use this person?

Are any of these tasks new to you/your team?

Do you need extra time as part of a learning curve?

Is there technology involved that needs to be learned?  How much time is being allocated for this?

Are deliveries or turnovers expected?  What’s the plan if they are not delivered on time?  What is the plan if the wrong item is delivered?

What could go wrong? What are your roadblocks?

What are your backup plans & how long will those take. Who will do them?

Are there people or businesses that have an interest in this project?  Does this project have stakeholders?  Who might be a roadblock?

If YES, when and how do they require check-ins?  Find out up front what is of the most interest to them so that you ensure you give them updates on the status of the project.  Nothing is worse than ignoring people who have a stake in the project and showing them the finished project, only for them to hate it and forcing you to start over.

Does your project require sign offs at certain stages?  What is your plan if those sign-offs don’t happen - if you get rejections?