Checklist for Managing Teaching and Learning Projects

INITIATE

- **Understand**: Understand clearly the project’s objectives, rationale and context.
- **Stakeholders**: Engage and respect key stakeholders early and over the life of the project.
- **Students**: Ensure that project outcomes ultimately serve to enhance the student learning experience.

PLAN

- **Describe**: Draft a clear project description, distinct from the project proposal, which will inform the project and communication plan.
- **Plan**: Select a format for the project plan that is simple, easy to modify and allows sufficient monitoring of project progress.
- **Communicate**: Define a clear communication plan following stakeholder analysis and detailed media review.
- **Assumptions**: Identify assumptions or risks that may limit project outcomes being achieved.

IMPLEMENT

- **Authority**: Define clear channels of communication with the project leader and sponsor, supported by authorisation from senior management.
- **Understand yourself**: Understand yourself and your approach to working with people.
- **Lead**: Lead and manage people effectively.
- **Teams**: Continually develop and manage the core project team(s).

EVALUATE

- **Evaluate**: Think about, plan and use evaluation effectively from early on.
- **Strategy**: Develop clear intended project logic or strategy.
- **Success**: Identify and integrate key success factors and indicators.

DISSEMINATE

- **Disseminate**: Develop and implement effective strategies for ongoing dissemination.
- **Sustain**: Develop strategies to ensure sustainability of project outcomes into the future.

CLOSE

- **Celebrate**: Celebrate your successes
- **Reflect**: Write your reflections in a final report that summarises the successes, challenges and lessons learned for future projects