

Is your work ready to flow?

Use this checklist to see if your projects have what they need to succeed.

Project Objectives

- Are your goals distinct from your objectives?**
Goals are what you aspire to; objectives are the road map of steps by which you'll achieve them.
- Are your objectives SMART (specific, measurable, achievable, timely)?**
Can you answer "What will change if my project succeeds?" and "How will I show others the impact it has?"
- Is your team aligned on the goals and objectives of the project?**
- Do you have a schedule laid out for what needs to be completed and the timeframe it needs to be completed by?**
If necessary, make sure the client is aligned on these as well.
- Does everyone on the project clearly know their tasks and responsibilities?**
Is it laid out in a document everyone can regularly access and review throughout the project?

Progress Tracking

- Have you planned for how information between everyone on the project will be shared?**
What platforms will be used to share data, reports and feedback.
- Do you have a standardized plan for how to collaborate?**
Identify early on what software you and your team will use to track, manage, and report on tasks.

Communication

- Does your team clearly understand their role and responsibilities?**
They should not only know what is expected of them, but how they are expected to deliver it – how reports should be formatted.
- Does your team have a reference trail so accountability is clear?**
Create meeting minutes and document project changes in a place where they are visible to your team at every stage.
- Do you know what chat tools your team will use to get the job done?**
It will help if you define where information and updates can be shared so you don't waste time searching for it later.

Status Checks

- Do you have project phases mapped out?**
Do you know when to check in with your team on the project and who will report on each deliverable?
- Do you have SPOCs (single point of contact) for each deliverable?**
Maybe you have someone in charge of reporting and managing budget, and another member who tracks time spent on a phase.
- Are there scheduled points of review for the project scope, budget, and time?**
Sometimes it can be helpful to involve the client in these to make sure expectations are aligned.

If you can't check all of the boxes, you aren't checking enough of the boxes. Let Kintone's easy-to-build custom applications get your work flowing and keep your projects on-track.

Avoid the most common project pitfalls – download our eBook **5 REASONS PROJECTS FAIL** [here](#).

