

# Project Readiness Checklist

Whatever your project's shape, the answers to these questions save weeks of rework later. Print this, fill it in with your team, and send it over when you're ready to scope.

## 1 — Problem statement

- What outcome does success look like in one sentence?
- Which measurable KPI moves if we succeed?
- Who inside your organization owns that KPI today?
- What happens if you do nothing for another 12 months?

## 2 — Constraints

- Hard deadline (and what depends on it)?
- Budget ceiling or budget range?
- Legal / compliance constraints (GDPR, HIPAA, SOC 2, local)?
- Languages and regions you must support at launch?

## 3 — People

- Executive sponsor with decision authority?
- Day-to-day product owner on your side?
- Subject-matter experts available during discovery?
- End-users we can interview or shadow?

## 4 — Systems touched

- List of systems that exchange data with the project scope.
- For each: owner, API availability, data-ownership model.
- Which system is the system of record for each entity?

## 5 — Data & migration

- Rough record counts (customers, transactions, invoices, files).
- Years of historical data to carry forward vs. archive.
- Known quality issues (duplicates, encoding, orphaned records).

## 6 — Risks you already know

- What has been tried before? What failed?
- Internal politics that could stall delivery?
- External dependencies with their own timelines?

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*Send the answers to [info@projomania.com](mailto:info@projomania.com) or bring them to a consultation. We reply within one business day.*



