

Team Building

Simplified Project (Activity) Flow Checklist

1. Issue or Improvement Opportunity

Define issue or the improvements desired (measurable goals and objectives)

2. Initial Outcomes Expected

Establish specific initial outcomes expected by the activity and where milestone(s) fit within time line.

3. Final Outcome Desired

Establish final desired outcome in relation to set goals and objectives

4. Information Needed

Determine the “Who/what/when” related to researching information needed

5. Establish Time Line

Establish a flow chart of projected activities along with time lines and milestones

6. Support Needed

Identify people and materials needed to support the activity.

7. Potential Impacts or Results

Define impacts or results expected as a result of the activity