



CHECKLIST

STAFFING MANAGEMENT PLAN

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying staffing management template.

Activities Checklist

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| | Does the staffing plan bring on the right people at the right time? |
| | Has staff planning been done in enough detail to mitigate possible risks? |
| | Was a mapping made of the skill requirements for the project to the actual skill levels of personnel assigned, to identify shortfalls and training needs? |
| | Has a training plan (for the project team) been defined, outlined, and documented as part of the SMP based on the differences between required and available proficiency levels for each role/responsibility? |
| | Have the estimated project team training costs and timing been incorporated into the project budget and schedule? |
| | Has each element of the project's scope been accounted for and staffed? |
| | Has the Staffing Management Plan (SMP) been referenced in the Project Management Plan (PMP)? |
| | Has the plan been approved by the business owner, project manager, and appropriate stakeholders? |