

Implementation planning – checklist of relevant questions

Overall design:
Has a timeline been established?
Has a project coordinator been appointed?
Is there a hierarchy of individual projects?/Is it possible to identify key projects?
Has a running order of projects been set?
Are the projects compatible with each other? (content, timeline, use of resources)?
Is there a communication concept?

Individual projects:
Has it been established who is in charge of and responsible for the project?
Does the project manager have sufficient skills and the authority to fulfil the task at hand?
Is the project manager aware of the goals, are these goals clear and have they been accepted?
Have the criteria for measuring “success” been named?
Has an opportunity to provide feedback about the progress of the project been scheduled? (milestones ...)
Has the time needed been checked and is it realistic?
Is support needed to achieve the goal (funding, staff, work carried out by other units) and has it been arranged (e.g. request to central administration, allocation of positions etc)

(Behm and Berthold 2011)

