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Checklist for a properly planned project

Scope

This Technical Information Paper is an instrument for guiding and auditing the planning phase of capital project development. It can be applied to a wide range of project types and sizes. The primary function of this TIP is to verify that the factors and issues that impact project success have been addressed in a systematic manner. The checklist establishes schedule milestones for each activity of the three basic phases of the project planning process. Another function of the TIP is to assign ownership to the various planning activities. TIP 04801-01 provides a useful tool for evaluating the readiness to proceed to the next step of project implementation.

The checklist includes activities common to all capital projects; however some activities listed would only be appropriate for more complex projects. Therefore the activities listed are to prompt thought, i.e. does my project involve any aspect of environmental impact? The activities are arranged from top to bottom in the order of thought as one approaches the project. Activities are selected as appropriate for the project, responsibilities and schedules defined.

Safety precautions

There are no specific safety precautions associated with this TIP.

Keywords

Planning, Auditing, Scheduling

Additional information

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ISSUE DATE: _____
 REVISION: _____ DATE: _____
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PROJECT TITLE: _____

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ACTIVITY	PHASE I - FEASIBILITY STUDY					PHASE II - STUDY OF ALTERNATIVES AND ESTABLISHMENT OF BASIC PROCESS					PHASE III - PRELIMINARY ENGINEERING AND DETAILED COST ESTIMATE				
	RESPON SIBILITY	PLANNED		ACTUAL		RESPON SIBILITY	PLANNED		ACTUAL		RESPON SIBILITY	PLANNED		ACTUAL	
		START	FINISH	START	FINISH		START	FINISH	START	FINISH		START	FINISH	START	FINISH
*PRODUCTION START DATE															
SITE LOCATION/ SELECTION:															
*CUSTOMER LOCATIONS															
*WATER SOURCE TREATMENT															
*WOOD FIBER SOURCE															
-OWNED TIMBERLANDS															
-INDEPENDENT SUPPLY															
*SECONDARY FIBER															
-SOURCES OF SUPPLY															
*LAND ACQUISITION															
-MILL SITE															
-RIGHT-OF-WAYS															
*TOPO / SOILS															
CONSIDERATION															
*ELECTRICAL SOURCE															
*NATURAL GAS															
AVAILABILITY															
*TAXES															
*STATE INCENTIVES															
*LABOR MARKETS															
*LOCAL INFRASTRUCTURE															
-HOUSING															
-EDUCATION/HEALTH CARE															
-STORES															
-RECREATIONAL															
*TRANSPORTATION															
CONSIDERATIONS															
-HIGHWAY															
-RAILROAD															
-WATERBORNE															
*ENVIRONMENTAL															
CONSIDERATIONS															
-WETLANDS															
-ENDANGERED SPECIES															
-TIME REQUIRED FOR															
PERMITS															
-PREVIOUS LAND USE															