



# Critical Path & Project Management Assessment

*Check all that apply.*

“Clarity, momentum, and alignment - because every successful outcome begins with a defined path”

## PROJECT MANAGEMENT SETUP

*How well is your project set up for execution?*

- ☐ Establish **Senior Governance**
- ☐ Define **project goals**, timelines, milestones, and deliverables
- ☐ Identify **Stakeholders** responsible for tasks, initiatives and deadlines
- ☐ **Centralize tracking** using a system or software like Asana or SmartSheets
- ☐ Document and **communicate roles** and responsibilities
- ☐ Actively monitor by conducting **regular project check-ins** and status updates
- ☐ **Prepare for disruption**- is there a plan for adjusting course when issues arise?

## WEEKLY RESPONSIBILITIES

*How effectively do you manage progress in real time?*

- ☐ Hold **weekly team check-ins** or status meetings with Stakeholders
- ☐ Review and **update timeline** and progress as “Completed”, “In Progress”, or “Delayed”
- ☐ Address **critical delayed tasks** that directly impact deadlines
- ☐ **Document changes**, blockers or new risks each week
- ☐ Reassign or **reallocate resources** as necessary based on current workload
- ☐ **Communicate weekly progress** to Senior Leadership to ensure visibility and accountability

## MONTHLY RESPONSIBILITIES

*How well are you preparing and staying on track?*

- ☐ Review Project Milestones to **adjust plans** for the upcoming month
- ☐ Conduct a total **team retrospective** or review session
- ☐ **Evaluate budget**, resource usage, and burn rate
- ☐ **Update Stakeholders** or Clients with formal status report
- ☐ **Review Critical Path projections** and recalibrate, if needed

## QUARTERLY STAKEHOLDER UPDATES

*How well are you adapting and improving over time?*

- ☐ Conduct a **full project review** or health check
- ☐ Update or **revalidate project goals** and KPIs
- ☐ Engage with leadership or sponsors for **high-level feedback**
- ☐ Identify **opportunities for process improvement** or efficiency
- ☐ Document **key lessons learned** and apply to future planning



“A leader doesn’t just set the vision - they build the system that makes the vision achievable”  
- LD2G Enterprises

**In need of Critical Path and Project Management Services?**

If “Yes”, click [HERE](#) for a free consultation!