













Project Design Checklist

— for Timely Outcomes —

1 	Clear Outcomes Defined	<input type="checkbox"/> Outcomes are specific and measurable <input type="checkbox"/> Success is clearly defined (not activity-based) <input type="checkbox"/> Everyone understands what “done” looks like
2 	Designed Backwards from the Goal	<input type="checkbox"/> Final outcome identified first <input type="checkbox"/> Key steps and milestones mapped <input type="checkbox"/> Logical sequence of activities established
3 	Focused & Manageable Scope	<input type="checkbox"/> Project is not overloaded with too many goals <input type="checkbox"/> Activities are prioritized based on impact <input type="checkbox"/> Non-essential work is minimized
4 	Realistic Timeline	<input type="checkbox"/> Time estimates reflect real-world conditions <input type="checkbox"/> Approval, hiring, and procurement time included <input type="checkbox"/> Buffer time built in for delays
5 	Clear Ownership	<input type="checkbox"/> Each task has a named responsible person <input type="checkbox"/> Roles and expectations are documented <input type="checkbox"/> Accountability is understood by the team
6 	Activities Aligned to Outcomes	<input type="checkbox"/> Each activity directly supports an outcome <input type="checkbox"/> Low-impact activities have been eliminated <input type="checkbox"/> Team can explain how work leads to results
7 	Regular Checkpoints Built In	<input type="checkbox"/> Progress check-ins scheduled (monthly/quarterly) <input type="checkbox"/> Milestones are clearly defined <input type="checkbox"/> Adjustments can be made early
8 	Risks & Barriers Anticipated	<input type="checkbox"/> Common risks identified (staffing, partners, delays) <input type="checkbox"/> Backup plans are in place <input type="checkbox"/> Dependencies are clearly understood
9 	Data & Tracking Plan Ready	<input type="checkbox"/> Progress measures defined from the start <input type="checkbox"/> Data collection is simple and integrated <input type="checkbox"/> Team knows how progress will be tracked
10 	Partners Engaged Early	<input type="checkbox"/> Key stakeholders involved in design <input type="checkbox"/> Roles and expectations aligned <input type="checkbox"/> Communication plan established



Quick Self-Check

YES If you can answer **YES** to most of these → your project is designed for **timely success**.

If not → delays are likely, even with strong effort.

