

Task Assigner Checklist

If the project is properly analyzed, one can create a checklist for identifying and pulling together the correct resources for different phases of the project. One of the main components of a project is identification of the necessary resources. The Task Assigner will eventually lead you to a detailed budget for the project, which we refer to as a "costed roadmap."

Checklist:

- Create a plan to identify types of human resources needed.
 - Identify types of expertise and skill sets needed.
 - Confirm that the types of expertise and skill sets needed are available.
 - Identify where any unavailable expertise and skill sets will be acquired.
 - Identify staffing that will be provided by client.
 - Identify staffing that will be provided by other than firm or client.
 - Create "Activity Planner" spreadsheet.
 - Create list of tasks necessary.
 - Confirm that tasks identified are actually needed – that you are doing "Just What Matters".
 - Match tasks with identified staffing.
 - Identify costs of the project in terms of human resources.
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Lean Routine:

1. Presumption is that two types of resources will be needed – Human and Financial (people and cash).
2. Have you put together a plan to identify what types of human resources you will need? (Lawyers, Subject Matter Experts, Business people, etc.)
3. Have you confirmed that the types of talent needed are available?
4. Have you identified the sources from which the human resources will be supplied?
5. Will the client provide personnel?
6. Will outside sources provide personnel?
7. Have you created a spreadsheet to serve as an "Activity Planner" to list stakeholders and tasks?
8. Have you analyzed what activities are necessary by each person?
9. Have you analyzed and determined which activities are necessary – which activities fall into the category of "Just What Matters"?
10. Have you identified which types of expertise are available and which are not?
11. Have you identified where you will get the missing expertise you need?
12. Have you ensured that you are not employing overqualified individuals in any tasks (Avoiding waste)?
13. Have you analyzed the known cost of the project?
14. Have you identified potential additional costs of the project?