



CHECKLIST

STAFFING MANAGEMENT PLAN

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying staffing management template.

Activities Checklist

	Does the staffing plan bring on the right people at the right time?
	Has staff planning been done in enough detail to mitigate possible risks?
	Was a mapping made of the skill requirements for the project to the actual skill levels of personnel assigned, to identify shortfalls and training needs?
	Has a training plan (for the project team) been defined, outlined, and documented as part of the SMP based on the differences between required and available proficiency levels for each role/responsibility?
	Have the estimated project team training costs and timing been incorporated into the project budget and schedule?
	Has each element of the project's scope been accounted for and staffed?
	Has the Staffing Management Plan (SMP) been referenced in the Project Management Plan (PMP)?
	Has the plan been approved by the business owner, project manager, and appropriate stakeholders?