

Project Start-Up Checklist (TD3)

Project title:

Start date:

Completion date:

Principal Investigator:

Team members

Action	Completed*
Team members identified	
Team members agreed to participate	
Contact details obtained ie name, organisation, tel no, e-mail	
Lead/project manager identified	
Roles and responsibilities identified, agreed and matrix completed	
Working patterns/availability data obtained and distributed all team	
Plan for dealing with leavers and new members discussed and agreed	
Time taken to establish trust and respect via team building exercise	
Training needs identified	
Action taken to meet training needs	
Roles and responsibilities outside project identified	
Possible overlaps and synergies identified	

Communication strategies

Action	Completed
Methods and protocols discussed and agreed	
System compatibility confirmed and solution/s implemented to resolve incompatibilities	
Meeting frequency and format discussed and agreed	
Conflict management strategy discussed and agreed	
Main system for communication selected	
Appropriate training identified and arranged	

Project management

Action	Completed
Budget manager appointed	
Budget allocation and recording process created and communicated	
Project management tools identified, agreed and prepared	
Contingency plan discussed and agreed	
Project plan with appropriate milestones drawn up and circulated	

Data collection and analysis

Action	Completed
Methods of collection discussed and agreed	
Data analysis methods discussed and agreed	
Data representation discussed and agreed	
Data protection guidelines established and followed	
Decisions made about what happens to additional data	
Procedure discussed and agreed for dealing with competing aims/ethics	
Authorship and IPR discussed and agreed	
Name recognition for publications discussed and agreed	

Working with stakeholders

Action	Completed
Level of involvement discussed, agreed and communicated to team	
Appointment to advisory (or steering) committee of representatives	

Documents

Action	Completed
Consortium agreement	
Project plan	
Website	
Intranet page for sharing information	

Additional considerations

Action	Completed
Procedure to accommodate different cultures/languages discussed and agreed	
Holiday periods identified and planned around	

* Date and initials