Project Planning Checklist

It is also an exciting time and we all want to get stuck in straight away but the most important part of any project or expansion is planning! Boring but essential if you want to ensure you achieve your goal, keep the money in check and see a return on your investment.

Making changes in your business can be a scary and overwhelming task however for a business to continue to grow and improve, change is inevitable. That's why we've put together a Project Planning Checklist:

- ☑ Define your project in as much detail as possible and what do you want to get out of it

- ☑ Set your goals and think about your business after the project has completed

- ☑ Consider any legal or legislative changes and what that means for your future

- ☑ Sort out your funding and set an initial budget

- ☑ Set a timeline

- ☑ Plan your project task by task

- ☑ Set a detailed budget and plan out what cash will be available and when

- ☑ Include a contingency fund

- ☑ Have a detailed plan with what your business will look like when the project is complete. Include a forecast of income and expenses

- ☑ Start your project and track all your spending regularly

- ☑ Keep track of your timeline and consider if any potential delays will cost you money

- ☑ Complete and reflect on your project

- ☑ Continue to track your income and expenses to make sure you are achieving your goals

If you would like more practical advice and guidance we have various packages available to help you with your project.
Contact us today: enquiries@cedarhouseaccounting.co.uk

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