

Project Controls Setup Checklist

Stand up a controls function on a new programme without leaving gaps that cost you later.

Who it's for: Controls leads mobilising on a new project or programme.

When to use it: At mobilisation, or when taking over an under-controlled programme.

Areas: Baseline & schedule standards · Progress & reporting rhythm · Risk & change process · Governance & escalation · Tools & data

Work down the list; a "No"/unchecked item is a question to resolve, with the finding recorded alongside.

- ☐ Controls operating model and responsibilities defined
- ☐ WBS and coding structure agreed and consistent with cost
- ☐ Systems and tools set up (P6, cost, reporting)
- ☐ Baseline requirements and acceptance process defined
- ☐ Schedule quality standard adopted
- ☐ Progress measurement method agreed and unambiguous
- ☐ Cost control and (if used) earned value approach established
- ☐ Change control process defined and understood by all parties
- ☐ Risk register and review cadence in place
- ☐ Reporting suite and cadence agreed
- ☐ Stage gates and decision rights defined
- ☐ Records and document-control discipline established from day one

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