Enterprise Project Management Implementation Checklist

Culture

☐ **Assess Project Management Infrastructure Maturity**
Businesses with a high level of project management maturity are good candidates for EPM adoption.

☐ **Change Orientation at Executive Leadership Levels**
Transformation and openness to change comes from the top and disseminated throughout the organization. This mindset should be in place before you implement EPM.

☐ **Communication Standards**
A formal company communication plan is vital for implementing ongoing reporting, knowledge sharing, and staff recognition programs.

Planning

☐ **Determine the Use of EPM for Your Organization**
The transformation plan is an enterprise project in itself. It should cover the responsible people, as well as list major tasks and recommended changes to technology and training. The speed of change depends on company culture, funding, and the ability of the organization to modify and retool.

☐ **Stakeholder Involvement and Requirements**
Identify every team member's role, including senior management, in a written plan. When formalized, new information often leads to implementation modifications.

A list of requirements should include all stakeholders' details (roles, responsibilities, and training) and changes to current technology, production, and support.

☐ **Phased Rollout Plan**
Enterprise project management is a large-scale change for any organization.Carefully paced guidance, education, management, and adjustments help the team and organization adapt to the new project management and delivery structure.

Technology

☐ **Enterprise Project Management Software and Dashboards**
Pulling together an entire organization's transformation is easier to facilitate with information systems that provide transparency and usable data to all.