

# Project Management Readiness Checklist

Use this checklist to assess whether your business is project-ready for major works. Good project management practices increase buyer confidence and help secure work on major projects.

- ☐ We use a system to track jobs or progress (e.g. Trello, Buildertrend, Excel).
- ☐ We can provide weekly updates or project progress reports to clients.
- ☐ We define project scope clearly and manage changes through variation control.
- ☐ We understand how to use a project timeline or Gantt chart to schedule work.
- ☐ We have a risk register or a way of documenting delivery risks and mitigations.
- ☐ We assign a project lead for each job with defined responsibilities.
- ☐ We can respond quickly to changes or requests from the buyer.
- ☐ We have a method for tracking timeframes, budgets, and resource allocation.
- ☐ We can show evidence of past successful delivery (on time, on budget).
- ☐ We are prepared to partner with a project manager or experienced consultant if needed.

**Tip:** Completing this checklist can also support your **Capability Statement** and **Tender submissions**.