

Lean Event Preparation Checklist

Part 1 of 3 – DEFINE

- Validate Project Charter
 - Develop quantifiable, specific problem statement.
 - Confirm Voice of the Stakeholder (VOS): develop VOS plan, gather VOS, analyze VOS.
 - Verify financial impact assumptions and calculations with financial representative.
 - Agree on clear goal(s) and metric(s) to measure progress/success.
 - Ensure project Sponsor is identified and engaged (ideally this is the Process Owner).
 - Ensure Process Owner (if other than Sponsor) is identified and engaged.
 - Agree on scope, using a SIPOC (Suppliers, Inputs, Process, Outputs, Customers) as a guide.
 - Define Event lead and co-lead.
 - Identify team members.
 - Develop project timeline, including Event dates.
- Determine Event budget
- Launch Event Team
 - Schedule (team, sponsor, and room).
 - Complete preparation.
 - Conduct launch.
- Develop initial Stakeholder Analysis
- Develop initial Project Risk Analysis and response plan
- Develop and begin executing the initial Communication Plan
- Complete Define Gate Review
 - Schedule (sponsor, key stakeholders, team, and room).
 - Complete preparation.
 - Conduct review.