BROOKESIDE
Be the Best in B2B.

Account

Client

Defining Clear Deliverables and Breaking Down Tasks

☐ Clearly define project objectives and deliverables.

☐ Break down the project into manageable tasks with specific outcomes.

☐ Assign responsibilities to team members and ensure understanding.

Establishing Realistic Timelines and Milestones

☐ Set achievable deadlines for each task and milestone.

☐ Consider the complexity of tasks and the team's capacity when determining timelines.

☐ Create a project timeline with clear milestones for tracking progress.

Effective Communication with Clients and Stakeholders

☐ Initiate regular communication with clients to understand expectations.

☐ Clearly communicate project scope, objectives, and deliverables.

☐ Provide clients with a realistic timeline and prompt updates on any changes.

Advocating for Resources and Prioritization

☐ Monitor project progress and identify potential bottlenecks.

☐ Assess the need for additional resources based on project requirements.

☐ Advocate for necessary resources or task prioritization to meet deadlines.

Review and Continuous Improvement

☐ Conduct regular reviews to assess project progress and performance.

☐ Identify areas of improvement and lessons learned.

☐ Update the checklist based on feedback and experiences.