

Leadership and Accountability Framework Checklist

☐ **Create a Project Charter**

- ☐ Develop a **comprehensive project charter** that outlines the project's objectives, scope, key deliverables, risks, stakeholders, budget, schedule, and governance structure.
- ☐ Ensure that it is **reviewed and approved** by the project sponsor and other key stakeholders. Include sign-off dates to mark official approval.
- ☐ **Clarify escalation paths** and conflict resolution procedures to ensure issues are dealt with swiftly and at the right level of authority.

☐ **Appoint a Leadership Team Early On**

- ☐ **Assemble a cross-functional leadership team** early in the project lifecycle, ensuring that it includes individuals responsible for driving Project Shaping, Data Gathering, FEL activities, and other critical phases.
- ☐ Ensure that **roles are clearly defined**, with responsibility and accountability assigned for each major project component (technical, operational, financial).
- ☐ Appoint members with relevant **expertise and decision-making authority** in key areas, such as engineering, operations, finance, and risk management.
- ☐ **Establish a clear chain of command** within the leadership team to streamline decision-making and ensure quick responses to issues.

☐ **Empower the Project Sponsor**

- ☐ Designate a **senior executive** as the project sponsor with the authority to make decisions, resolve conflicts, and allocate resources during the early stages of the project.
- ☐ Ensure the project sponsor is **aligned with the project's strategic objectives** and has direct access to the necessary resources, including budget oversight, staffing, and external consultants if needed.
- ☐ The project sponsor should act as the **primary advocate** for the project across the organization, ensuring it has visibility and support from top leadership.

☐ **Align Leadership Efforts with Strategic Objectives**

- ☐ Use the **project charter as a reference point** to align leadership activities with the overarching strategic goals of the company.
- ☐ Schedule **regular strategy alignment meetings** between leadership and the project sponsor to review the project's progress, assess resource requirements, and make any necessary adjustments to keep the project on course.
- ☐ Ensure that **all decisions, scope changes, and resource allocations** are made in alignment with the business's long-term strategy, minimizing misalignment between business objectives and technical execution.

☐ **Set Up Regular Leadership Check-Ins**

- ☐ Establish a **regular schedule of leadership reviews** at key project milestones (e.g., completion of FEL stages, scope freeze, and risk reviews).
- ☐ Make sure that **check-ins are focused on key performance indicators (KPIs)**, risk mitigation efforts, and alignment with scope, budget, and timeline.
- ☐ Include both internal leadership reviews and **cross-functional team reviews** to ensure collaboration and engagement across the project.

☐ **Establish Metrics and Performance Indicators**

- ☐ Define and track **quantifiable performance metrics** that evaluate the success of Project Shaping, Data Gathering, and FEL activities (e.g., on-time completion of deliverables, adherence to budget, risk mitigation progress).
- ☐ Include **leading indicators** (early signals of project health, such as key task completion or risk triggers) and **lagging indicators** (final outcomes, like schedule adherence or budget performance).
- ☐ Develop a **dashboard** for real-time monitoring of KPIs, shared among the leadership team for transparency and informed decision-making.

☐ **Monitor and Adjust the Accountability System**

- ☐ Regularly **review the leadership structure and accountability framework** to identify gaps, inefficiencies, or potential risks in the decision-making process.
- ☐ Conduct **performance evaluations** of the leadership team and project sponsor to ensure they are meeting key project milestones and strategic goals.

☐ Address any **leadership gaps or misalignments** by adjusting team roles, resources, or responsibilities, ensuring that each leader is empowered to execute their duties effectively.

☐ **Communicate Changes in the Project Charter as Needed**

☐ **Update the project charter** if there are significant changes in the project's direction, scope, or timeline, ensuring that new objectives and risks are fully documented.

☐ Communicate these changes clearly to all **key stakeholders**, ensuring that they are aware of new deliverables, timelines, and resource requirements.

☐ Ensure that the **communication plan** is kept up to date and that stakeholders are informed promptly to maintain engagement and alignment.

☐ **Implement a Leadership Feedback Loop**

☐ Create a **feedback loop** where team members and other stakeholders can offer insights and feedback on the performance of the leadership team.

☐ Use this feedback to **continuously improve leadership effectiveness**, enhance collaboration, and ensure project momentum is maintained.

☐ **Ensure Cross-Functional Collaboration**

☐ Ensure that leadership teams from different disciplines (technical, operational, and business functions) **collaborate regularly** to prevent siloed decision-making.

☐ **Facilitate knowledge sharing** across departments to ensure that decisions reflect the full complexity of the project and avoid blind spots that may arise from working in isolation.