The Ultimate Agency
Project Management Checklist

Manage any creative project with the highest success rate.

- ☐ Schedule a discovery meeting

- ☐ Follow up

- ☐ Research

- ☐ Understand your role

- ☐ Identify the stakeholders

- ☐ Create the creative brief

- ☐ Write a project plan

- ☐ Set (measurable) goals

- ☐ Develop the budget

- ☐ Create a resource allocation plan

- ☐ Establish the deliverables

- ☐ Create a timeline

- ☐ (Re-)assess the deadline

- ☐ Create a communications plan

- ☐ Create a risk management plan

- ☐ Manage the documentation

- ☐ Track the progress

Useful Resources
for Creative Agencies

[10 Hacks for Never Missing a Single Deadline](#)

[34 Project Management Tools For Agencies](#)

[8 Rules (Dos and Don'ts) of Employee Time Tracking](#)

[How to Manage Your Company's Resources With Scoro](#)

[17 Proven Ways to Benefit From a Cross-Functional Team](#)

[Remote Work is the Future – How Can You Benefit From it?](#)

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