

International Project Progress Review Checklist

1. Timing of Review	
<ul style="list-style-type: none"> Define frequency: weekly, bi-weekly, monthly, other 	
<ul style="list-style-type: none"> Use rotational schedules for reviews in order to “share the pain” across team members in different time zones 	
<ul style="list-style-type: none"> Create calendar for national/local holidays, vacations 	
2. Participation in Review	
<ul style="list-style-type: none"> Define who is expected to participate every time 	
<ul style="list-style-type: none"> Define who is expected to participate on a case-by-case basis 	
<ul style="list-style-type: none"> Define who can submit written inputs rather than calling or videoconferencing in 	
<ul style="list-style-type: none"> Verify that everyone expected to participate has the right communication tools (e.g. external clients lacking software or firewall access) 	
<ul style="list-style-type: none"> Assess special language requirements (oral/written translations?) 	
3. Topics to Review	
<ul style="list-style-type: none"> Updates on project priorities, goals, metrics 	
<ul style="list-style-type: none"> Status updates on requested and approved changes <ul style="list-style-type: none"> Scope Schedules, budgets, resources Quality Others 	
<ul style="list-style-type: none"> Project progress versus schedule and budgets <ul style="list-style-type: none"> Recommended: Use color coding to signal status (Green = “Completed”, Yellow = “On track”, Red = “Is or will likely be late or over budget”); clearly define, document and communicate meanings of colors Ensure that outputs of all completed activities have been properly handed over to the next activity owner (if applicable) 	
<ul style="list-style-type: none"> Identified risks and actions to mitigate them 	
<ul style="list-style-type: none"> Potential risks and issues <ul style="list-style-type: none"> Remind team members from indirect cultures of the expectation to speak up and raise issues proactively Ask open questions, not those that can be answered with yes/no Identify issues that may need to be escalated 	
<ul style="list-style-type: none"> Documentation update 	
4. Conduct Review	
<ul style="list-style-type: none"> Adjust your communication style to cultural preferences 	
<ul style="list-style-type: none"> Remind team members of Ground Rules, reinforcing them if necessary 	
<ul style="list-style-type: none"> Remember: <ul style="list-style-type: none"> “Clear” does not have to be “direct” Ask open questions, not those that can be answered with yes/no Focus on confronting issues, not people! 	