

## CREATING BUSINESS CHECKLISTS

See Also:

Approved by: \_\_\_\_\_

### TSK-001 CREATING BUSINESS CHECKLISTS

When a new task becomes a frequent occurrence, the **Project Manager**:

1. **Prints** off the Task Outliner Worksheet.
2. **Fills** in the top form.
3. **Writes** the action steps, beginning with a verb.
4. **Adds** numbers to arrange the steps chronologically.
5. **Tests** the checklist for accuracy and order.
6. If the checklist needs more details or the order is incorrect:
  - 6a. **Adds** in missing details.
  - 6b. **Adjusts** the order of the actions.
  - 6c. **Repeats** step 5 above.
7. **Types** the checklist in the correct format.
8. **Saves** a digital copy in the systems folder.
9. **Prints** the final checklist.
10. **Adds** the printed checklist to the systems binder.