



LEADERSHIP AND COMMUNICATIONS CHECKLIST

GLOSSARY table with acronyms and full names: ECN, EP, EPC, FCN, ITP, KPI, NCR, RASCI, RFI.

Project Description: \_\_\_\_\_

Client Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

REMOVING AMBIGUITY

Ambiguity is perhaps one of the greatest causes of project failure. Ambiguity causes rework, scope creep, missed deadlines, run-away costs, under / over utilization of resources, bad and wrong decisions. It is the job of the project team to identify and eliminate ambiguities - otherwise the project plan is nothing more than a guess.

Table with 5 columns: Category, Applies, Action By, Required Date, Completed. Contains sections 1, 2, and 3 with various project management items.

Table with 5 columns: Category, Applies, Action By, Required Date, Completed. Contains sections 1, 2, and 3 with various project management items.

Table with 5 columns: Category, Applies, Action By, Required Date, Completed. Contains sections 3, 4, and 5 with various project management items.