

Examples of Checkpoints

Checkpoints are ways to determine if a project is on track and to communicate possible problems so that other work is not compromised. It means that project team members are not allowed to wait until the last minute to finish the bulk of the work.

Checkpoints:

- Create the timeline for the project.
- Require specific information, not just “everything is fine.”
- Require at least one default, if it is not met.
- Prevents the project leadership from relying on one person or resource.
- Are created in the planning session.
- Help guarantee communication among team members.
- Reduce negative emotions.
- Anticipate unexpected problems.
- Assume that everyone makes mistakes.
- Are set to allow for enough time to fix mistakes and change course.

Examples of checkpoints:

“By Friday at 4 pm, I want to have the first 500-word draft of the report to the library’s board of trustees on my desk. If you email it, please check that I have received it before you leave for the day. If the draft is not ready I will give the project to Martha to complete.

“Monday morning at 9am we will meet to discuss the latest figures on the fundraising campaign for the literacy program. Please bring the current list of donations, including those checks and credit card charges that have not been deposited and all of the signed pledge cards we have received in the mail or collected at events so far, whether or not the person has fulfilled the pledge.

Please call me at 2 pm and tell me how many of the new science reference books have been processed and are ready to bring to the YA area. Also, we have had reports that some of the books were damaged in shipping. Please send me a list of what you think we need to return.

The association conference committees will meet on Friday at 1 pm at the Central Library to report on what has been accomplished so far. At that time the executive committee will decide what projects might be dropped, given we only have two months left to prepare to send out the final publicity on speakers, etc.