

Execution + Accountability Checklist

A practical control check for projects, implementations, and organizational priorities. Use it to strengthen scope, ownership, delivery discipline, risk management, and handoff.

ORGANIZATION	OWNER	DATE

Easy Adoption Summary

WHAT IT DOES	Turns a priority or project into a manageable execution system with clear outcomes, owners, decision rights, milestones, risks, measures, and handoff expectations.
WHO USES IT	Executive sponsor, project manager, initiative owner, workstream leads, and other people accountable for delivery.
WHEN TO USE IT	Use at project or initiative kickoff, then review monthly or at major milestones. For higher-risk work, review every 2-4 weeks.
HOW TO USE IT	Review each checkpoint with the delivery team. Check only what is documented and understood. Capture evidence, score the system, assign actions for gaps, and carry those actions into regular status meetings.

1. Outcomes + Scope

Make the work specific enough to manage.

	CHECKPOINT	NOTES / EVIDENCE
☐	The objective and intended outcome are written in clear, measurable language.	
☐	Deliverables and acceptance criteria are defined.	
☐	In-scope and out-of-scope work are explicit.	
☐	Success measures are understood by the people accountable for delivery.	

2. Ownership + Decisions

Create visible accountability and faster decision-making.

	CHECKPOINT	NOTES / EVIDENCE
☐	One accountable owner is named for the initiative or workstream.	
☐	Roles and responsibilities are clear across contributors and stakeholders.	
☐	Approval and decision rights are defined before work begins.	
☐	A stakeholder communication approach identifies who needs what information and when.	

3. Plan + Cadence

Translate the objective into a manageable delivery system.

	CHECKPOINT	NOTES / EVIDENCE
☐	Major tasks, dependencies, milestones, and target dates are documented.	
☐	A regular status cadence is scheduled and focused on decisions, risks, and progress.	
☐	Risks, issues, assumptions, and dependencies are actively tracked.	
☐	Changes to scope, timeline, resources, or requirements are documented and approved.	

4. Performance + Handoff

Protect results beyond the immediate task list.

	CHECKPOINT	NOTES / EVIDENCE
☐	Progress is measured against milestones and agreed performance indicators.	
☐	Escalation triggers are clear when risks or delays threaten delivery.	
☐	Decisions, deliverables, and key operating knowledge are documented in an approved location.	
☐	Closeout includes ownership transfer, lessons learned, and a sustainment plan.	

Readiness / Health Signal

13-16 checked Execution system is strong	9-12 checked Close the control gaps	0-8 checked High execution risk
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Action Plan

What is the most important execution gap to close now?

Next Actions

ACTION / DECISION	OWNER	DUE DATE

Adoption tip: assign one owner to maintain this tool, store it with your operating or project documents, and revisit it on a predictable cadence.