

5 Steps to Creating a Checklist

This checklist will guide you through doing the necessary steps towards making sure that everything meets the acceptance criteria. Below are the 5-steps to creating a checklist.

1. **Brainstorm ideas**

Write down general ideas around what you want to measure on the project. Now there is no right answer. Just get everything out of your head and onto paper.

2. **Write acceptance criteria**

Acceptance criteria are the things that your work, service or product must meet in order for it to be approved and functional. These criteria is the foundation for the checklist. The checklist must comply with the acceptance criteria. The checklist is the measurement stick for all of the work.

3. **Accept ideas fitting the criteria**

Now whittle it down into things that meet the acceptance criteria. These accepted ideas will become the work that the team does and measured against the checklist.

4. **List each step of the process.**

The checklist must document each single approved step towards adequately measuring a stable process. A stable process is one which regardless of how many times you do this work, it will produce the same result. Stability is important to creating the checklist. List each step of the process on the checklist so that the team can check each item off once completed.

5. **Evaluate the progress after each checklist completion.**

After completing the checklist, evaluate the process. Can you streamline some steps? Are there ways that you can improve the checklist process making it simpler and easier? Remember, the checklist is not a set in stone. It can be changed. I would recommend that you review your checklist because you need to make sure that it incorporates your best practices.