

Annual Project Planning Checklist for Small Communities

Assess your readiness for next year's budget and construction season

Community Priorities

- ☐ Have we identified our highest-priority infrastructure needs?
- ☐ Have department leaders provided input on future projects?
- ☐ Have community concerns and priorities been considered?
- ☐ Are elected officials aligned on major priorities?

Project Planning

- ☐ Have we reviewed projects that were delayed or deferred?
- ☐ Do we have a clear list of potential projects for the coming year?
- ☐ Have project costs been reviewed or updated recently?
- ☐ Have project timelines been discussed?

Funding Readiness

- ☐ Have we identified funding opportunities for projects that will be constructed next year?
- ☐ Have we identified funding opportunities that we will pursue in the next budget year?
- ☐ Have we evaluated the financial impact of major projects?

Communication & Decision Making

- ☐ Is project information organized and easy to access?
- ☐ Can project priorities be clearly explained to decision-makers or funding agencies?
- ☐ Do we have information available to support budget discussions?
- ☐ Are project decisions documented for future reference?

Looking Ahead

- ☐ Have we discussed infrastructure needs beyond next year?
- ☐ Are future projects aligned with community goals?
- ☐ Have we established next steps for planning and budgeting discussions?

CHECKLIST ASSESSMENT

15-18 checks: Your community is well-positioned for upcoming planning and budget discussions.

10-14 checks: You have a solid foundation, but there may be opportunities to improve planning and project coordination.

Fewer than 10 checks: Now may be a good time to review your planning process and project management approach.

Planning today helps communities make informed decisions tomorrow. Questions about planning for next year's project? Our team works with communities to help identify priorities, evaluate funding opportunities, and prepare for future infrastructure investments.

To learn more, contact Haley Bucholz, at haley.bucholz@mooreengineeringinc.com.

