

Project Readiness Checklist

Organise what is known, what is assumed and what the next stage of work needs to resolve.

Readiness Is A Quality Of The Conversation

A project does not need every answer before an initial discussion. It needs enough definition for the next useful question to be identified. This checklist helps a sponsor organise information; it is not a feasibility assessment, approval or funding-readiness score.

Purpose And Sponsor Position

Describe the intended outcome, the users it would serve and the sponsor's relationship to the project. Explain whether the proposal concerns a site, an existing asset, an operating business or a new concept. Record whose authority will be needed to make the next decision.

Evidence And Assumptions

List information already available and its source. Distinguish studies, records and confirmed requirements from estimates, preferences and expectations. Identify the assumptions on which the current proposition depends and which ones require qualified assessment.

Dependencies And Contributions

Consider site or asset access, operators, technical inputs, permissions and other conditions relevant to the opportunity. Describe the contribution sought from APDC or another participant. Avoid treating every unresolved requirement as a request for capital.

The Next Workstream

State the present stage, the next decision and the work needed to reach it. Assign responsibility for obtaining information and coordinating the discussion. A useful readiness review may recommend further investigation or a revised proposition rather than immediate progression.

Using Your Notes

Use the checklist to prepare a concise initial enquiry. Do not send confidential files or sensitive personal or financial records through a general contact channel. More detailed information should follow only when purpose, recipients and appropriate handling arrangements have been established.

Project Readiness Worksheet

Mark the information you can currently explain. Use the remaining statements to frame the next discussion.

Purpose And Authority

- ☐ The project's purpose and intended users are described.
- ☐ The sponsor's role and authority are clear.
- ☐ The location or asset position is explained.

Evidence And Specialist Inputs

- ☐ Available studies and records are listed.
- ☐ Unverified commercial assumptions are identified.
- ☐ Required technical and professional inputs are recognised.

Contributions And The Next Decision

- ☐ The contribution needed from a partner is defined.
- ☐ The present stage and next decision are explicit.
- ☐ Someone is responsible for the next workstream.
- ☐ An appropriate process for sharing further information is considered.

Read online at [/insights/resources/project-readiness-checklist/](#) on the APDC website. Initial enquiries can be prepared through the contact page. This guide does not establish an engagement or guarantee an outcome.