

Project Management Checklist

Task	Priority	From and Complete	Due Date	Completion Date	Status	Done/Overdue?	Notes	Category
Make sure Handoff Sheet is signed SOA	High		0%		Not Started			Initiation
Review SOA and BR Quote with Sales and/or Solution Architect	Normal		0%		Not Started			Initiation
Assign Tech Resources	Normal		0%		Not Started			Initiation
Create Project Outline	Normal		0%		Not Started			Initiation
Schedule Internal Team SOA Review with Tech Resources and Solution Architect (if needed)	Normal		0%		Not Started			Initiation
Create/Update Project on Active Project List	Normal		0%		Not Started			Initiation
Schedule Initiation Call with Client	Normal		0%		Not Started			Initiation
Prepare Kickoff Presentation and Agenda	Normal		0%		Not Started			Initiation
Create Project Folder/File - updated SOA, Init Order, and Screenshot of all screens	High		0%		Not Started			Initiation
Create Timesheet Entry for Project and/or Client	High		0%		Not Started			Initiation
Confirm Resource Allocation on the Spreadsheet	Normal		0%		Not Started			Initiation
Create Project Schedule	Normal		0%		Not Started			Initiation
Create Project Contact List	Normal		0%		Not Started			Initiation
Obtain Sign-Off on Technical Design	High		0%		Not Started			Design
Create Project Close Document for Customer Excellence	Normal		0%		Not Started			Closeout
Send out Technical Support Policy to Customer	Normal		0%		Not Started			Closeout
Send out Project Acceptance Form	Normal		0%		Not Started			Closeout
Hold Project Close Call with Customer	Normal		0%		Not Started			Closeout
Obtain Signed Project Acceptance Form	High		0%		Not Started			Closeout
Ensure Key Project Documents are in SF	Normal		0%		Not Started			Closeout
Email Closing Info to Various Key Stakeholders	Normal		0%		Not Started			Closeout
Mark project as Complete and enter Complete Date on Active Project List on SF	Normal		0%		Not Started			Closeout
Update Migration, Unity and Custom Code Lists if applicable	Normal		0%		Not Started			Closeout
Verify any custom code is stored in the Source Code Vault	Normal		0%		Not Started			Closeout
Update Contact List and send to Inside Sales so they can enter into CRM	Normal		0%		Not Started			Closeout
Close out Project/Phase on Timesheet Manager	Normal		0%		Not Started			Closeout
Fill out the Project Analysis template and send to Julie	Normal		0%		Not Started			Closeout
Add Project Close Note in CRM	Normal		0%		Not Started			Closeout

Project Management Tools Checklist

**Deborah Sater Carstens, Gary
Richardson, Ronald B. Smith**



Project Management Tools Checklist:

Unveiling the Magic of Words: A Review of "**Project Management Tools Checklist**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Project Management Tools Checklist**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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