

# Project Management Checklist

Task	Priority	From and Complete	Due Date	Completion Date	Status	Doney/Overdue?	Notes	Category
Make sure Handoff Sheet is signed SOA	High		0%		Not Started			Initiation
Review SOA and SW 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 SP	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 SP	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

**James R. Arneson**



## **Project Management Tools Checklist:**

## Unveiling the Power of Verbal Beauty: An Mental Sojourn through **Project Management Tools Checklist**

In a global inundated with displays and the cacophony of immediate interaction, the profound energy and psychological resonance of verbal artistry frequently diminish into obscurity, eclipsed by the regular assault of noise and distractions. Yet, situated within the musical pages of **Project Management Tools Checklist**, a fascinating perform of fictional splendor that impulses with natural emotions, lies an unique trip waiting to be embarked upon. Penned with a virtuoso wordsmith, that exciting opus guides viewers on a mental odyssey, softly exposing the latent possible and profound influence embedded within the delicate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we will embark upon an introspective exploration of the book is central themes, dissect their fascinating publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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