Project Management Checklist

Task	Priority	Percent Complete	Due Date	Completion Date	Status	Done/Overdue?	Notes	Category
Make sure Handoff Sheet has signed SOW	High	0%			Not Started			Initiation
Review SOW and SIN Quote with Sales and/or Solution Architect	Normal	0%			Not Started			Initiation
Assign Tech Resource(s)	Normal	0%			Not Started			Initiation
Create Project OneNote	Normal	0%			Not Started			Initiation
Schedule Internal Team SOW 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/Site – Upload SOW, SIN Order, and Screenshot of KC licenses	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 KC Stakeholders	Normal	0%			Not Started			Closeout
Mark project as Complete and enter Complete Date on Active Projects list in SP	Normal	0%			Not Started			Closeout
Update Migration, Unity and Custom Coder Lists if applicable	Normal	0%			Not Started			Closeout
Verify any custom coder 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/Tasks in 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

Ralph L. Kliem

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Fundamentals of Project Management Rory Burke,2010 Fundamentals of Project Management explains how to use the latest project management planning and control tools and techniques used by the planning software the APM BoK 5ed the PMBOK 4ed and the unit standards level 4 The text uses plenty of worked examples and exercises to explain how to use all the body of knowledge topics and particularly the Project Management Process and the Project Management Plan Target Market Project managers new to project management who are managing projects of limited complexity Project team members who are responsible for performing all the calculations reporting and the administration functions Contractors suppliers and consultants who participate in projects Support Material An INSTRUCTOR GUIDE and POWERPOINTS SLIDES are available upon request   *Field Guide to Project Management* David I. Cleland,2004-07-29 Publisher Description

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