

Project Management Checklist

Task	Priority	Plan and Complete	Due Date	Completion Date	Status	Doney/Overdue?	Notes	Category
Make sure Handoff Sheet has signed SOW	High	0%			Not Started			Initiation
Review SOW and BR Quote with Sales and/or Solution Architect	Normal	0%			Not Started			Initiation
Assign Tech Resources(s)	Normal	0%			Not Started			Initiation
Create Project Overview	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/File - updated SOW, 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

Checklist Project Management Tools

Raffaela Di Napoli



Checklist Project Management Tools:

The book delves into Checklist Project Management Tools. Checklist Project Management Tools is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Checklist Project Management Tools, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Checklist Project Management Tools
 - Chapter 2: Essential Elements of Checklist Project Management Tools
 - Chapter 3: Checklist Project Management Tools in Everyday Life
 - Chapter 4: Checklist Project Management Tools in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Checklist Project Management Tools. This chapter will explore what Checklist Project Management Tools is, why Checklist Project Management Tools is vital, and how to effectively learn about Checklist Project Management Tools.
3. In chapter 2, the author will delve into the foundational concepts of Checklist Project Management Tools. This chapter will elucidate the essential principles that need to be understood to grasp Checklist Project Management Tools in its entirety.
4. In chapter 3, this book will examine the practical applications of Checklist Project Management Tools in daily life. This chapter will showcase real-world examples of how Checklist Project Management Tools can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Checklist Project Management Tools in specific contexts. The fourth chapter will explore how Checklist Project Management Tools is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Checklist Project Management Tools. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Checklist Project Management Tools.

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