

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

Project Management Tools Checklist

Ying-Ying Zheng



Project Management Tools Checklist:

Reviewing **Project Management Tools Checklist**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Project Management Tools Checklist**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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