

# 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 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

**Rory Burke**



## **Project Management Tools Checklist:**

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

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

This 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 Project Management Tools Checklist.

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