

Project Management Checklist

Task	Priority	Percent Complete	Due Date	Completion Date	Status	Doney/Oversdue?	Notes	Category
Make sure Handoff Sheet has signed SOW	High	0%			Not Started			Initiation
Review SOW and SW 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 - upload SOW, Init Order, and Screenings of IG resources	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 IG Stakeholders	Normal	0%			Not Started			Closeout
Mark project as Complete and enter Completion Date on Active Project List on SP	Normal	0%			Not Started			Closeout
Update Migration, Unity and Custom Code Links 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/Tasks 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

D Kirk



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Table of Contents Checklist Project Management Tools

1. Understanding the eBook Checklist Project Management Tools
 - The Rise of Digital Reading Checklist Project Management Tools
 - Advantages of eBooks Over Traditional Books
2. Identifying Checklist Project Management Tools
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Checklist Project Management Tools
 - User-Friendly Interface
4. Exploring eBook Recommendations from Checklist Project Management Tools
 - Personalized Recommendations
 - Checklist Project Management Tools User Reviews and Ratings
 - Checklist Project Management Tools and Bestseller Lists
5. Accessing Checklist Project Management Tools Free and Paid eBooks
 - Checklist Project Management Tools Public Domain eBooks
 - Checklist Project Management Tools eBook Subscription Services
 - Checklist Project Management Tools Budget-Friendly Options

6. Navigating Checklist Project Management Tools eBook Formats
 - ePub, PDF, MOBI, and More
 - Checklist Project Management Tools Compatibility with Devices
 - Checklist Project Management Tools Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Checklist Project Management Tools
 - Highlighting and Note-Taking Checklist Project Management Tools
 - Interactive Elements Checklist Project Management Tools
8. Staying Engaged with Checklist Project Management Tools
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Checklist Project Management Tools
9. Balancing eBooks and Physical Books Checklist Project Management Tools
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Checklist Project Management Tools
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Checklist Project Management Tools
 - Setting Reading Goals Checklist Project Management Tools
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Checklist Project Management Tools
 - Fact-Checking eBook Content of Checklist Project Management Tools
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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