

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

AN Whitehead



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up to 28 august 22 bc julian the date in both calendars was the same the dates in the alexandrian and julian calendars are in one to one correspondence except for the period from 29 august in the year preceding a julian leap year to the following 24 february

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jul 4 1998 the julian jul date format is cyyddd where c is added to 19 to create the century i e 0 19 19 1 19 20 yy is the year within the century ddd is the day in the year c 1 1 examples c 1 2 julian dates normal calendar years the following chart shows what month the ddd part of a julian date represents in perpetual calendar years

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it assigns a julian day jd to every year without having to worry about b c e or c e it was invented by french scholar joseph justus scaliger in 1583 who proposed that the julian period starts at noon on january 1 4713 b c e julian calendar and lasts for 7980 years this was determined because it is a time period long enough to include

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currently the julian calendar is 13 days behind the gregorian calendar so to convert from the julian calendar to the gregorian calendar add 13 days to convert in the opposite direction subtract 13 days the gap between the two calendar

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specifically for dates on or before 4 october 1582 the julian calendar is used for dates on or after 15 october 1582 the gregorian calendar is used thus there is a ten day gap in calendar dates but no discontinuity in julian dates or days of the week 4 october 1582 julian is a thursday which begins at jd 2299159 5 and 15 october

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