

# 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 Complete 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

**David L. Olson**



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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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