

# 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

**Katrin Zwirgmaier**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

## **Checklist Project Management Tools:**

## **Checklist Project Management Tools** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Checklist Project Management Tools**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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