Project Management Checklist

Task	Priority	Percent Complete	Due Date	Completion Date	Status	Done/Overdue?	Notes	Category
Make sure Handoff Sheet has signed SOW	High	0%			Not Started			Initiation
Review SOW and SN Quote with Sales and/or Solution Architect	Normal	0%			Not Started			Initiation
Assign Tech Resource(s)	Normal	0%			Not Started			Initiation
Create Project OneNote	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/Site - Upload SOW, SN Order, and Screenshot of SN licenses	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 KL Stakeholders	Normal	0%			Not Started			Closeout
Mark project as Complete and enter Complete Date on Active Project List in SP	Normal	0%			Not Started			Closeout
Update Migration, Unify and Custom Coder Links if applicable	Normal	0%			Not Started			Closeout
Verify any custom coder 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 in 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

Joseph Phillips

Project Management Tools Checklist:

Project Management Handbook of Checklists Mark J. Hiltz,1994 <u>Project Portfolio Management Tools and Techniques</u> Parviz F. Rad,Ginger Levin,2006 Does your organization want to achieve success in prioritizing projects systematically deliberately and logically Project Portfolio Management Tools and Techniques is written to demonstrate how to elevate your organization s project management thinking to the level beyond managing individual projects in a standalone fashion This book is for those executives and other project professional who strive to have a formalized system of authorizing the right projects and abandoning the wrong projects who desire to spend resources in the most efficient manner and who want to have an actionable strategic plan for improving organizational project management sophistication Project Portfolio Management Tools and Techniques deals with the full spectrum of project portfolio management PPM functions from selecting projects through formalized portfolio management processes to facilitating the successful execution of projects through creating a formalized project friendly environment This book will aid you in the implement of a PPM system assist in gaining the necessary commitment from executive management and provide guidelines for the modification of operational practices Get ahead of the game by seeing a comprehensive project portfolio model that can help you establish yours successfully *Project Management Tools* David L. Olson,2024-04-05 This book is devoted to presenting models that have been applied in project management There are a variety of project domains We discuss engineering construction projects software development projects massive projects to include governmental undertakings and pharmaceutical product development Chapter 1 gives an overview of projects and discusses the difficulties in completing projects on time within budget and at designed functionality While the successful completion of a project is a challenge there are some things that can be done to improve the probability of a project s success The book reviews a number of project management concepts These include developing organizational ability to work on projects as discussed in Chapters 2 and 3 Sponsor expectations can be based on better information if a good job of project development estimation and selection is conducted as discussed in Chapters 4 5 and 6 Project planning tools involving the critical path method are covered in Chapter 7 Tools to evaluate project risk are covered in Chapter 8 The critical chain method is covered in Chapter 9 Chapter 10 discusses means to rush projects when circumstances demand to include project crashing as well as Agile and SCRUM approaches used in software engineering projects Chapter 11 covers project implementation and control including assessment of delay responsibility

Project Management Tools and Techniques Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi **Project Management Tools and Techniques** Gary L. Richardson,Deborah Sater Carstens,2019-11-04 The topic of project management is truly an

evolution of art seeking science This activity involves balancing project objectives against the constraints of time budget and quality Achieving this balance requires skill experience along with the use of many tools and techniques which are the focus of this book This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge PMBOK Guide sixth edition The chapter structure includes step by step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes To reinforce the textbook s learning objectives extra material is provided on the textbook website This includes mechanical tool examples and lab assignments representative of the chapter topics An external video tutorial library is available to help with various mechanics related to Microsoft Project mechanics An instructor manual is available for qualifying adoptions for classroom use NOTE Chapter 26 is not in the textbook and is only located in the book s Downloads tab on the CRCPress com website Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates as productivity enhancement tools Includes supplemental material for students and instructors Provides assignments for hands on experience Follows the PMI PMBOK Guide model structure that will support a better understanding of the model and help prepare students for PMP and CAPM certification Illustrates both traditional and contemporary management techniques

Fundamentals of Project Management Rory Burke,2010 Fundamentals of Project Management explains how to use the latest project management planning and control tools and techniques used by the planning software the APM BoK 5ed the PMBOK 4ed and the unit standards level 4 The text uses plenty of worked examples and exercises to explain how to use all the body of knowledge topics and particularly the Project Management Process and the Project Management Plan Target Market Project managers new to project management who are managing projects of limited complexity Project team members who are responsible for performing all the calculations reporting and the administration functions Contractors suppliers and consultants who participate in projects Support Material An INSTRUCTOR GUIDE and POWERPOINTS SLIDES are available upon request **Field Guide to Project Management** David I. Cleland,2004-07-29 Publisher Description

<u>Project Management Checklists For Dummies</u> Nick Graham,2014-09-29 Your must have tool for perfect project management Want to take your career to the next level and be a master of planning organising motivating and controlling resources to meet your goals This easy to use guide has you covered Project Management Checklists For Dummies takes the intimidation out of project management and shows you step by step how to use rigorous self check questions to save significant time and headaches in managing your projects effectively Project Management Checklists For Dummies gives you to do lists hands on checklists and helpful guidance for managing every phase of a project from start to finish Before you know it you ll be a star project manager as you organise estimate and schedule projects in today s time crunched cost conscious global business environment Includes useful to do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete

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understanding organization limitations possible problems in process improvement illustrated by examples evidence of what works and what doesn t work and more An ideal reference for project managers and professionals responsible for process improvement n **Software Project Management** Chris F. Kemerer,1997 Focusing on measurement tools necessary for effective managerial planning and control this text emphasizes real world systems through integrated case studies Software Project Management for Small to Medium Sized Projects John J. Rakos,1990 M CREATED

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