

# Project Management Checklist

Task	Priority	Plan and Complete	Due Date	Completion Date	Status	Doney/Overdue?	Notes	Category
Make sure Handoff Sheet has signed SOW	High	0%			Not Started			Initiation
Review SOW and BR Quote with Sales and/or Solution Architect	Normal	0%			Not Started			Initiation
Assign Tech Resources	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 - updated SOW, Init Order, and Screenshot of all screens	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 Key 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 Lists 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/Phase 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

# Project Management Tools Checklist

**Rory Burke**



## **Project Management Tools Checklist:**

## The Enigmatic Realm of **Project Management Tools Checklist**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Project Management Tools Checklist** a literary masterpiece penned by a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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