

Project Management Checklist

| Task | Priority | From 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 SF | 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 SF | 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

ML Morrison



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