

Project Management Checklist

Task	Priority	From and Complete	Due Date	Completion Date	Status	Done/Overdue?	Notes	Category
Make sure Handoff Sheet is signed SOA	High		0%		Not Started			Initiation
Review SOA and SW Quote with Sales and/or Solution Architect	Normal		0%		Not Started			Initiation
Assign Tech Resources	Normal		0%		Not Started			Initiation
Create Project Outline	Normal		0%		Not Started			Initiation
Schedule Internal Team SOA 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 SOA, 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

Robert R. Redfield



Project Management Tools Checklist:

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

In a world driven by information and connectivity, the energy of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such is the essence of the book **Project Management Tools Checklist**, a literary masterpiece that delves deep to the significance of words and their impact on 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's key themes, examine its writing style, and analyze its overall affect readers.

https://ftp.thebrandexperience.com/book/detail/default.aspx/Digital_Productivity_Ebook.pdf

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