

# 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(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 - 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   |

# Checklist Project Management Tools

**James R. Arneson**



## **Checklist Project Management Tools:**

**Project Portfolio Management Tools and Techniques** 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 Handbook of Checklists](#) Mark J. Hiltz, 1994

[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 **Real Project Planning: Developing a Project Delivery Strategy** Trish Melton, 2011-04-08 Successful projects are the basis for a successful company but many professionals lack the basic skills required to accomplish this The IChemE Project Management Subject Group has recognized the need to provide resources to deliver these skills and has developed a series of books to share the latest best practice engineering essentials This second title though primarily written from the perspective of engineering projects within the process industries is generic enough to support project managers in many other disciplines It provides for those starting out in project management is ideal for students as a university textbook and is also an indispensable reference for established project managers Get up and running on your project quickly and effectively Focuses one step at a time on the needs of engineering industrial and process projects for career project managers and those involved with projects intermittently **Project Management Checklists For Dummies** 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 which can also be downloaded from Dummies com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you re a project manager or any professional charged with managing a project and wondering where to start Project Management Checklists For Dummies is your ready made tool for success

**Software Testing as a Service** Ashfaq Ahmed,2009-09-14 In today s unforgiving business environment where customers demand zero defect software at lower costs it is testing that provides the opportunity for software companies to separate themselves from the competition Software Testing as a Service explains in simple language how to use software testing to improve productivity reduce time to market and reduce costly errors It explains how the normal functions of manufacturing can be applied to commoditize the software testing service to achieve consistent quality across all software projects This up to date reference reviews different software testing tools techniques and practices and provides succinct guidance on how to estimate costs allocate resources and make competitive bids Replete with examples and case histories this resource illustrates how proper planning can lead to the creation of software that s head and shoulders above the competition

**Field Guide to Project Management** David I. Cleland,2004-07-29 Publisher Description **Project Management JumpStart** Kim Heldman,2018-10-16 An informative introduction for those considering a career in project management Project Management JumpStart offers a clear practical introduction to the complex world of project management with an entertaining approach based on real world application Fully revised to align with a Guide to the Project Management Body of Knowledge PMBOK Guide 6th edition this book provides an overview of the field followed by an exploration of current best practices The practical focus facilitates retention by directly linking critical concepts to your everyday work while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project credentials Project management is a top five in demand skill in today s workplace and the demand has spread far beyond IT to encompass nearly every industry any organization that produces goods or services whether for profit or not has a vested interest in ensuring that projects are completed on time on budget and to the satisfaction of the client this is the heart of the project management function Let Kim Heldman bestselling author of PMP Study Guide and CompTIA Project Study Guide walk you through the basic principles and practices to help you build a strong foundation for further training Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around

the world each year and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation. If you're considering a career in project management, *Project Management JumpStart* provides an excellent introduction to the field and clear direction for your next steps. [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. **A Framework to Organize and Classify Predictive Tools for Construction Project Managers** James R. Arneson, 1994. [Tools and Tips for Today's Project Manager](#) Ralph L. Kliem, Irwin S. Ludin, 1999. Two former college lecturers whose business experience includes manufacturing, telecommunications, aerospace, and artificial intelligence wrote this useful guide. Their book, which they abbreviate TnT, is an explosive mixture of insider information and effective strategies. Each entry takes an average of one page; longer versions include graphics and deliver quick insight into the meaning and application of the most current terms in project management today. Although directed toward project managers, others working in the fields of finance, marketing, sales, and human resources will find this book a useful starting point. Gathered in one convenient place are over 150 ideas and strategies delivered in a short-to-the-point style and the common and uncommon terms every project manager has heard seen or been asked to use or define. A dynamite must-read featuring the most explosive project management terms and concepts for today's project manager. **Software Project Management Kit For Dummies?** Greg Mandanis, Allen Wyatt, 2000-05-11. The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start. Friendly practical advice is combined with the latest software in this For Dummies edition. Follow your expert guide through planning, development, testing, and implementation, the first steps to your project's success. Then get your hands on scheduling, assigning resources, and estimating costs, and best of all, making your software happen. The book's CD-ROM includes trial versions of Microsoft Project 2000, Soffrant TRACK, and Cost Xpert, as well as templates and a wealth of other planning tools. [Implementing the Virtual Project Management Office](#) Marcus Goncalves, 2006-09-13. Globalization and increased outsourcing have redefined project management. The complex dynamics involved in today's long-distance projects require a new skill set and knowledge base unlike anything needed before. Here, leading project management expert Marcus Goncalves presents a complete guide to implementing the virtual project management office (ePMO). Leveraging his information technology expertise and PM experience, Goncalves offers cutting-edge techniques for managing projects across

borders working with colleagues and clients from different cultures and utilizing the necessary telecommunication Internet technologies ePM managers and their virtual teams and remote PM offices must have

Implementing the Virtual Project Management Office complies with the Project Management Institute's Project Management Body of Knowledge PMBOK guidelines and extends them to ePMO After analyzing the benefits of ePM versus conventional project management Goncalves presents an in depth discussion of ePM practices scenarios and challenges aided by real world examples and insightful case studies Providing a full focus on the management and execution of virtual projects Goncalves demonstrates the time and cost saving advantages showing how to begin realizing those advantages immediately He gives you Guidelines for building virtual project teams Step by step best practices for keeping an eProject on course Techniques for measuring project performance and earned value eTools for controlling project quality Ways to integrate speed change and innovation for ePM success A customer driven approach to ePM Goncalves provides comprehensive information on developing a state of the art virtual project management office from the necessary structure and environment to the technology He also defines what concurrent ePM is and the need for change management during the process The bonus CD features sample policies forms budgets checklists and software including the award winning Mindmanager from Mindjet to assist in your ePMO implementation

Practical Software Metrics for Project Management and Process Improvement Robert B. Grady, 1992 This application oriented book shows how to apply proven software metrics and methods to efficiently manage software development and maintenance to help boost productivity efficiency and quality of software projects at every stage of the process Detailing practical methods throughout the book covers tips to best measure and present progress a useful model for 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

**A Guide to the Project Management Body of Knowledge (PMBOK Guide).** Project Management Institute, 2000 An update from the 1996 first edition of the reference to generally accepted knowledge in the profession of project management Among the changes are more emphasis on progressive elaboration an acknowledgement of the role of the project office and the expansion of the treatment of earned value management

*Project Management Software : Application, Implementation, Trends* Sebastian Dworatschek, 1986

**Handbook of Image Storage and Retrieval Systems** Marc R. D'Alleyrand, 1992

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

**CREATED** *The Secrets of Successful Project Management* Ralph L. Kliem, 1986-07-30 The definitive guide to trouble free and profitable project management It gives managers the expert knowledge planning skills and precise tools that go hand in hand with successful company projects Readers find out how to complete projects on schedule and under budget inspire new levels of

employee productivity and slash hours of excess time and worry from every project Checklists diagrams and illustrative charts make learning even the most complex material much easier Over forty project specific forms give managers the necessary tools to organize a smoothly run project from beginning to end

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