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 SR Quotes 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, SR Order, and Screenshot of IG 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 IG Stakeholders	Normal	0%			Not Started			Closeout
Mark project as Complete and enter Complete Date on Active Projects list in SP	Normal	0%			Not Started			Closeout
Update Migration, Unify and Custom Coded 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/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

Checklist Project Management Tools

Greg Mandanis,Allen Wyatt

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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

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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 delivers 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

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