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 SH 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, SH Order, and Screenshot of KG 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 KG Stakeholders	Normal	0%			Not Started			Closeout
Mark project as Complete and enter Complete Date on Active Project List in SP	Normal	0%			Not Started			Closeout
Update Migration, Unify and Custom Coder Lists if applicable	Normal	0%			Not Started			Closeout
Verify any custom coder 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

Project Management Tools Checklist

Project Management Institute

Project Management Tools Checklist:

Project Management Handbook of Checklists Mark J. Hiltz,1994   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 Tools** David L. Olson,2024-04-05 This book is devoted to presenting models that have been applied in project management There are a variety of project domains We discuss engineering construction projects software development projects massive projects to include governmental undertakings and pharmaceutical product development Chapter 1 gives an overview of projects and discusses the difficulties in completing projects on time within budget and at designed functionality While the successful completion of a project is a challenge there are some things that can be done to improve the probability of a project s success The book reviews a number of project management concepts These include developing organizational ability to work on projects as discussed in Chapters 2 and 3 Sponsor expectations can be based on better information if a good job of project development estimation and selection is conducted as discussed in Chapters 4 5 and 6 Project planning tools involving the critical path method are covered in Chapter 7 Tools to evaluate project risk are covered in Chapter 8 The critical chain method is covered in Chapter 9 Chapter 10 discusses means to rush projects when circumstances demand to include project crashing as well as Agile and SCRUM approaches used in software engineering projects Chapter 11 covers project implementation and control including assessment of delay responsibility

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   Project Management Tools and Techniques Gary L. Richardson,Deborah Sater Carstens,2019-11-04 The topic of project management is truly an

evolution of art seeking science This activity involves balancing project objectives against the constraints of time budget and quality Achieving this balance requires skill experience along with the use of many tools and techniques which are the focus of this book This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge PMBOK Guide sixth edition The chapter structure includes step by step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes To reinforce the textbook s learning objectives extra material is provided on the textbook website This includes mechanical tool examples and lab assignments representative of the chapter topics An external video tutorial library is available to help with various mechanics related to Microsoft Project mechanics An instructor manual is available for qualifying adoptions for classroom use NOTE Chapter 26 is not in the textbook and is only located in the book s Downloads tab on the CRCPress com website Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates as productivity enhancement tools Includes supplemental material for students and instructors Provides assignments for hands on experience Follows the PMI PMBOK Guide model structure that will support a better understanding of the model and help prepare students for PMP and CAPM certification Illustrates both traditional and contemporary management techniques

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

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   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 **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 <u>Field Guide to Project Management</u> David I. Cleland,2004-07-29 Publisher Description *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 **A Framework to Organize and Classify Predictive Tools for Construction Project Managers** James R. Arneson,1994 **PMP Project Management Professional All-in-One Exam Guide** Joseph Phillips,2021-09-24 Complete coverage of all objectives in the 2020 release of the PMP exam fully aligned with the PMBOK Guide Sixth Edition This comprehensive resource offers complete coverage of all the material included on the Project Management Professional exam You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Written by a leading project management consultant and trainer PMP Project Management Professional All in One Exam Guide will help you pass the exam with ease and will also serve as an essential on the job reference Covers all exam topics including People Processes Business Environment Agile Best Practices Knowledge Areas Online content includes Practice exams test yourself by PMP exam domain or take a complete exam Video training from the author Worksheets for Float Earned Value Time Value of Money Printable PMP memory card *Software Project Management for Small to Medium Sized Projects* John J. Rakos,1990 M CREATED **Handbook of Image Storage and Retrieval Systems** Marc R. D'Alleyrand,1992 <u>Software Project Management</u> 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 **CAPM Certified Associate in Project Management All-in-One Exam Guide** James Lee Haner,2023-09-08 Complete coverage of all objectives in the 2023 release

of the CAPM exam Take the Certified Associate in Project Management CAPM exam with confidence using this highly effective self study guide Written by a project management expert and bestselling author CAPM Certified Associate in Project Management All in One Exam Guide offers complete coverage of every objective on the current version of the test To help you study each chapter contains unique design elements that emphasize important points and aid in retention An appendix 50 Confusing Terms on the CAPM Exam will help you understand the differences in terms that sound similar but have different meanings In addition the book includes more than 450 practice questions along with detailed answer explanations Designed to help you pass the exam with ease this comprehensive guide also serves as an essential on the job reference for project management professionals Covers all exam topics including Project Management Fundamentals and Core Concepts Predictive Plan Based Methodologies Agile Frameworks Methodologies Business Analysis Frameworks Online content includes Practice exams test yourself by CAPM exam domain or take a complete exam Printable flash cards word puzzles and matching exercises for self directed learning Printable CAPM memory card for on the go study **CAPM/PMP Project Management Certification All-In-One Exam Guide, Fourth Edition** Joseph Phillips,2018-05-11 This up to date self study system offers 100% coverage of every topic on the CAPM and PMP exams Thoroughly revised for the current PMI Project Management Body of Knowledge PMBOK Guide this up to date resource offers complete coverage of all the material included on the Certified Associate in Project Management and Project Management Professional exams You ll find learning objectives at the beginning of each chapter exam tips and practice exam questions with in depth answer explanations Written by a leading project management consultant and trainer CAPM PMP Project Management Certification All in One Exam Guide Fourth Edition will help you pass the exams with ease and will also serve as an essential on the job reference Covers all exam topics including Project integration management Managing the project scope Managing project time costs and quality Managing project resources Managing project communications Managing project risks Project procurement management Managing project stakeholders Project management processes Electronic content includes 750 CAPM and PMP practice exam questions test yourself by exam domain or take a complete exam Bonus process review quiz Video training from the author Process ITTO Quick Review Guide PMP Memory Sheets Secured Book PDF **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 **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 n

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