

Project Phase	Task	Completed	Completion Date	Notes
<i>Build</i>	<i>Example Task</i>	<input checked="" type="checkbox"/>	9/4/2019	EXAMPLE
Sales Handoff	Scope	<input type="checkbox"/>		
Sales Handoff	Sales Demo	<input type="checkbox"/>		
Sales Handoff	Key Contacts	<input type="checkbox"/>		
Sales Handoff	Pre-sales experience	<input type="checkbox"/>		
Sales Handoff	Why us? Why now?	<input type="checkbox"/>		
		<input type="checkbox"/>		
Prep	Staffing - Identify Resources	<input type="checkbox"/>		
Prep	Create initial staffing plan and resource allocation	<input type="checkbox"/>		
Prep	Create first draft of project plan and timeline	<input type="checkbox"/>		
Prep	Create first draft of RTM based on SOW scope	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	PM to PM Sync	<input type="checkbox"/>		
Pre-Kickoff	<i>SOW/Scope Review</i>	<input type="checkbox"/>		
Pre-Kickoff	Scope	<input type="checkbox"/>		
Pre-Kickoff	Workflow(s)	<input type="checkbox"/>		
Pre-Kickoff	Outputs	<input type="checkbox"/>		
Pre-Kickoff	eCommerce/Integration	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Assets to be Provided</i>	<input type="checkbox"/>		
Pre-Kickoff	Reference Images, Physical Assets, 3D Files, Materials	<input type="checkbox"/>		
Pre-Kickoff	Define and Establish expected delivery dates	<input type="checkbox"/>		
Pre-Kickoff	Determine initial model delivery for review	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Project Control</i>	<input type="checkbox"/>		
Pre-Kickoff	Weekly PM Status Meeting	<input type="checkbox"/>		
Pre-Kickoff	Stakeholder Alignment Meetings	<input type="checkbox"/>		
Pre-Kickoff	Weekly Status Report Format Review	<input type="checkbox"/>		
Pre-Kickoff	<i>Risk, Action, Incident, Decision Logs</i>	<input type="checkbox"/>		
Pre-Kickoff	Change Requests Process Discussion	<input type="checkbox"/>		
		<input type="checkbox"/>		

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Pre-Kickoff	<i>Resources and Roles</i>	<input type="checkbox"/>		
Pre-Kickoff	TK and Customer	<input type="checkbox"/>		
Pre-Kickoff	TK Team Roles	<input type="checkbox"/>		
Pre-Kickoff	Customer Roles	<input type="checkbox"/>		
Pre-Kickoff	<i>PMs</i>	<input type="checkbox"/>		
Pre-Kickoff	<i>SMEs</i>	<input type="checkbox"/>		
Pre-Kickoff	<i>Program Owner</i>	<input type="checkbox"/>		
Pre-Kickoff	<i>Technical Administration</i>	<input type="checkbox"/>		
Pre-Kickoff	<i>Business Administration</i>	<input type="checkbox"/>		
Pre-Kickoff	Identify Stakeholders	<input type="checkbox"/>		
Pre-Kickoff	Draft Project Plan Review	<input type="checkbox"/>		
Pre-Kickoff	Release Strategy Discussion/Planning	<input type="checkbox"/>		
Pre-Kickoff	UAT and Testing Planning and Strategy	<input type="checkbox"/>		
Pre-Kickoff	Set Initial Milestones	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Solution Design Process</i>	<input type="checkbox"/>		
Pre-Kickoff	Expectations of Customer resources	<input type="checkbox"/>		
Pre-Kickoff	Define Initial design topics	<input type="checkbox"/>		
Pre-Kickoff	Schedule first two to three design meetings	<input type="checkbox"/>		
Pre-Kickoff	Schedule Quality Workshop	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Timeline</i>	<input type="checkbox"/>		
Pre-Kickoff	What the next few weeks look like	<input type="checkbox"/>		
Pre-Kickoff	Overall estimated timeline	<input type="checkbox"/>		
Pre-Kickoff	SMART (Specific, Measurable, Attainable, Realistic, Trackable)	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Initial TK Project Team Alignment Meeting</i>	<input type="checkbox"/>		
Pre-Kickoff	SOW Review	<input type="checkbox"/>		
Pre-Kickoff	Roles and staffing expectations	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	<i>Design Planning</i>	<input type="checkbox"/>		

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Pre-Kickoff	<i>Define Meeting agendas based on scope</i>	<input type="checkbox"/>		
Pre-Kickoff	End to End Workflows	<input type="checkbox"/>		
Pre-Kickoff	Models	<input type="checkbox"/>		
Pre-Kickoff	Products	<input type="checkbox"/>		
Pre-Kickoff	Outputs	<input type="checkbox"/>		
Pre-Kickoff	eCommerce/Integrations	<input type="checkbox"/>		
		<input type="checkbox"/>		
Pre-Kickoff	Assets Provided Review	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Design Meetings</i>	<input type="checkbox"/>		
Kickoff	Schedule and Execute	<input type="checkbox"/>		
Kickoff	Document Requirements	<input type="checkbox"/>		
Kickoff	Create Mockup Workflow/UI Approach and Review with customer	<input type="checkbox"/>		
Kickoff	Internal Design Review	<input type="checkbox"/>		
Kickoff	Design Review and Finalization with Customer	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Budget Strategy</i>	<input type="checkbox"/>		
Kickoff	Contingency	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Communications Plan</i>	<input type="checkbox"/>		
Kickoff	<i>Risk Management Plan</i>	<input type="checkbox"/>		
Kickoff	<i>Refine Staffing Plan</i>	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Quality Workshop</i>	<input type="checkbox"/>		
Kickoff	Define Method for visual reviews and approvals	<input type="checkbox"/>		
Kickoff	Define timeframes	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Project Kickoff</i>	<input type="checkbox"/>		
Kickoff	Establish the Deliverables and Work Plan	<input type="checkbox"/>		
Kickoff	Agree on a Working Timeline	<input type="checkbox"/>		
Kickoff	Set Project Milestones	<input type="checkbox"/>		

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Kickoff	Schedule Weekly Status Meeting	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	<i>Project Setup</i>	<input type="checkbox"/>		
Kickoff	Schedule Weekly Team Meetings	<input type="checkbox"/>		
Kickoff	Project Setup in Asana	<input type="checkbox"/>		
Kickoff	Tasks entered into Asana with estimates and an assigned resource	<input type="checkbox"/>		
Kickoff	Harvest Project Setup	<input type="checkbox"/>		
Kickoff	Financial Tracking Setup	<input type="checkbox"/>		
Kickoff	Weekly Status Report Creation	<input type="checkbox"/>		
Kickoff	Partner engagement (if applicable)	<input type="checkbox"/>		
Kickoff	Meeting with Partner to provide an overview of the project and expected work to be performed (if applicable)	<input type="checkbox"/>		
Kickoff	Define initial models to be created for first level review with customer	<input type="checkbox"/>		
Kickoff	Review initial 3D models with customer and obtain approvals	<input type="checkbox"/>		
		<input type="checkbox"/>		
Kickoff	Schedule Internal Solution Design Review	<input type="checkbox"/>		
Kickoff	Review Solution with Customer	<input type="checkbox"/>		
		<input type="checkbox"/>		
Build	<i>Define Workstreams</i>	<input type="checkbox"/>		
Build	Configuration	<input type="checkbox"/>		
Build	3D	<input type="checkbox"/>		
Build	eCommerce Integration	<input type="checkbox"/>		
Build	Outputs	<input type="checkbox"/>		
		<input type="checkbox"/>		
Build	<i>Configuration Build</i>	<input type="checkbox"/>		
Build	Task Plan	<input type="checkbox"/>		
Build	Weekly releases	<input type="checkbox"/>		
Build	Release reviews with customer	<input type="checkbox"/>		
		<input type="checkbox"/>		
Build	<i>Define Sprints</i>	<input type="checkbox"/>		
Build	Sprint Definitions	<input type="checkbox"/>		

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Build	Review Weekly Sprints	<input type="checkbox"/>		
Build	Schedule Visual Checkpoints	<input type="checkbox"/>		
		<input type="checkbox"/>		
Build	<i>Releases</i>	<input type="checkbox"/>		
Build	Weekly/Bi-weekly releases	<input type="checkbox"/>		
Build	Internal Testing/QA	<input type="checkbox"/>		
Build	Review with Customer	<input type="checkbox"/>		
		<input type="checkbox"/>		
Build	Solution Reviews	<input type="checkbox"/>		
Build	Implementation Reviews	<input type="checkbox"/>		
Build	Visual Assets Reviews	<input type="checkbox"/>		
Build	Configuration Functionality Reviews	<input type="checkbox"/>		
Build	eCommerce/Integrations Reviews	<input type="checkbox"/>		
Build	Outputs Reviews	<input type="checkbox"/>		
Build	3D Modeling Reviews	<input type="checkbox"/>		
Build	Weekly reviews with customer	<input type="checkbox"/>		
		<input type="checkbox"/>		
Test/UAT	Delivery to customer for UAT	<input type="checkbox"/>		
Test/UAT	Customer performs UAT	<input type="checkbox"/>		
Test/UAT	Customer provides UAT feedback	<input type="checkbox"/>		
Test/UAT	TK executes on feedback	<input type="checkbox"/>		
Test/UAT	TK delivers feedback corrections to customer	<input type="checkbox"/>		
Test/UAT	Customer performs UAT2 on feedback	<input type="checkbox"/>		
Test/UAT	Customer accepts solution as delivered	<input type="checkbox"/>		
		<input type="checkbox"/>		
Launch	Final launch date defined	<input type="checkbox"/>		
Launch	Launch Plan Created	<input type="checkbox"/>		
Launch	TK Resources that will support launch	<input type="checkbox"/>		
Launch	Customer resources	<input type="checkbox"/>		
Launch	Timeline plan for launch activities	<input type="checkbox"/>		
Launch	Launch of Site	<input type="checkbox"/>		

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Launch	Post Launch Support	<input type="checkbox"/>		
Launch	Transition meeting to Customer Support	<input type="checkbox"/>		
Launch	Documentation (if applicable)	<input type="checkbox"/>		
Launch	Project Closeout Activities	<input type="checkbox"/>		
Launch	Launch Annouchment	<input type="checkbox"/>		
Launch	Company Demo	<input type="checkbox"/>		
Launch	Project Retrospective	<input type="checkbox"/>		