











PROJECT MANAGEMENT TOOLKIT

Key Activities of the Execution Phase

Key Project Management Activities During Execution		
Monitor progress, keep track of the calendar and milestones		
1		Monitor the project plan frequently. <i>Team members should update their status and add new tasks.</i>
2		Check in with team members as needed. <i>Establish rapport with the team; make sure there are no roadblocks.</i>
Plan and conduct meetings, determine action items and assign next steps		
3		Lead status meetings. <i>Meeting duration and frequency will vary by project.</i>
4		Lead standup meetings as needed. <i>These are typically short daily meetings (15 min).</i>
Manage the project		
5		Identify new activities or adjustments to the plan. <i>Watch out for scope creep (new scope added after the project starts).</i>
6		Monitor risks. <i>Quickly address any risks.</i>
7		Monitor budget, if required. <i>Track project costs.</i>
Communicate the status of your project		
8		Prepare and send status reports. <i>Capture accomplishments, in progress, what's next, and risks.</i>
9		Communicate up and out when needed. <i>Stay in touch with your steering committee and stakeholders.</i>
Go Live (Become operational)		
10		Prepare for Go Live. <i>Sign off on testing (if needed), conduct training (if needed), send communications, conduct Go/No Go meeting, be ready for support.</i>