# Key Activities of the Execution Phase

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