




# KEY ACTIVITIES OF THE EXECUTION PHASE

View a short tutorial: [Execution Phase Tips](#)




## Monitor progress, keep track of the calendar and milestones

- 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.*


## 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).*

## 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.*

## 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.*

## 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.*