

IT / Services

PROJECT START CHECKLIST

GOAL: TO ENSURE FULL ORGANIZATIONAL AND TECHNICAL READINESS TO LAUNCH AN IT PROJECT OR PROVIDE DIGITAL SERVICES IN THE EXPORT MARKET.

Action	Responsible	Term	Status
Define project goals and key success metrics	Project Manager		
Agree terms of reference with the customer	Analyst / Project Manager		
Assign project team and	HR / Department Manager roles		
Check availability of necessary licenses, software, access	IT Department		
Prepare working documentation (plan, calendar, reporting)	Project Coordinator		
Check communication channels (email, instant messengers, CRM)	IT manager		
Agree on the service delivery format (online, offline, maintenance)	Sales Manager		
Prepare demonstration materials (presentations, videos, cases)	Marketing		
Conduct an internal team setup meeting	Project Manager		
Assign responsibility for customer support	Account Manager		
Clarify legal aspects (personal data, product rights)	Lawyer		
Prepare a contract and act of rendering services	Accounting / Lawyer		