

PROJECT MANAGEMENT TOOL #4: PUNCH LIST

Use this tool to identify which tasks need to be completed before the project can wrap up and which will *not* get done. Then create a list of final to-do items. The gray text is an example to help you get started.

IN-SCOPE	OUT-OF-SCOPE
<ul style="list-style-type: none"> • Staff acquired and assigned • Acquisition of technology 	<ul style="list-style-type: none"> • Allocation of space • Non-telework related office equipment

PUNCH LIST	
<input type="checkbox"/>	Assign staff to training dates one week prior to software arrival.
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