PM Cheat Sheet

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★TIME TO START THE PROJECT

1. Get project information from Program Manager, Senior PM, Account, Managers	
2. Create basic plan about timeline & resource	
3. Request resource from Managers: Team Leaders (TL), Architect, BE, FE, QC	
4. Request working environment & GIT from IT	
5. Kick off with team	Work with TLs to have detail pplan
	How to work internal (team rule, team setup)?
6. Kick off with client	Get agreement about scope, timeline, milestone
	How to deliver?
	How to report (daily, weekly)?
7. Setup Project	Check if project exists on our system? if not, request IT to create
	Update project information: Start date, End date, Sold numbers
	Create tasks for team timing
8. Setup JIRA	Agree with client to use client's system or our system
	Request IT create JIRA for project if need
9. Setup Confluence	Agree with client to use client's system or our system
	Request IT create Space for project if need

If you feel something wrong, you can **scroll down** for useful tips

★HOW TO FOLLOW THE PROJECT

1. Scope - Planning - Progress	How many phases/ delivery?
	How many delivery done? Next delivery time?
	Client's UAT time & When to close the project
	How to do UAT?
2. Quality	Internal bug status? Overview status is good or bad?
3. Centralize & Track all project information	Share server: sm-file (for internal document like estimation)
	JIRA/ Confluence or other system for specific project

★HOW TO FOLLOW THE PROJECT (cont)

4. Rule to remember	Always use group chat for Skype - No private chat
	For internal emails: Always include Line Manager
	For external emails: Always include Program Manager, Line Manager, Account, relevant Manager & TL
5. Report	Follow daily report, weekly report
	Prepare Production report every week
6. Delivery	Always send email to IT for delivery
	Team is not allowed to deliver by them selves

Well, the above list is enough for executing/ following the project.
One rule for all:
Always understand clearly project status (both overview & detail), be ready for all questions relating to project in any situation especially production meeting

Okay, how to do this? You can read below to "Get your hands dirty" when you are ready.

WHEN START IS NOT EASY...

1. Get clear information as much as possible	Know who are the contact points (responsible account, client contact)
	Understand the project's big picture, what is the product
	Understand project's feasibility, try to detect all risks
2. Risks/ Issues checklist	Proactive in warning about project issues & Risks in production meeting, report
	Is there any issue/ risk with the scope/ requirement?
	Is the timeline feasible?
	Is the budget feasible? Is there risk about over budget?
	Is there any issue/ risk with the resource? Enough resource assigned? Resouces' skill?

WHEN START IS NOT EASY... (cont)

	Is there any issue/ risk from client?
	Other issues/ risks like upcoming holiday,...
3. - If you see there is no group chat with client or project team, need to check the list	Internal - Account: Account, Managers, TLs
	Internal - Team: Managers, TLs & Team members
	External: Client, Account, Managers & TLs

This list is recommended to read if you feel "something wrong" when starting the project

GET YOUR HANDS DIRTY

1. Scope - Planning - Progress	What is team doing?
	Is there any blocker? If have, team has solution yet?
	Is there any "hot" topic in the project? Any solution or steps to solve it?
	How many CRs do we have now? CRs status: approve or not?
	Is there any impact to the plan? Have it been shared with client?
	How is the project being tracked? Are all status/ information updated on tracking tools?
2. Quality (always quality)	Is there any feedback from client? How many feedback?
	What is the overview quality status with current bugs/ feedback?
	Do we need to improve the quality? Solution, people need to involve?