

Agile Project Management Must-Haves Checklist

When selecting a Project Management tool, the following is a list of features or capabilities that should be considered. Does the application support the ability to:

Must-Haves Checklist

⌚ Risk Management

- ☐ Log and rank risks based on impact and probability
- ☐ Manage and mitigate risks with a heat grid to easily show the highest priority and most likely to occur risks
- ☐ Filter risks by cause, event, and consequence and input mitigation and recovery plans Log resolutions to risks to store for reference on future projects

⌚ Time Tracking

- ☐ Track scope with planned, actual, estimated, forecasted, and budgeted hours
- ☐ View status tracking and projections based on hours

⌚ Contract/SOW/ Proposal Management

- ☐ Record the contracted scope for a project and track performance by hours, cost, expenses, resources, deliverables, and more
- ☐ Track documents and progress against plans

⌚ Scope/Schedule/Budget Management

- ☐ Monitor budget performance with S-Curves
- ☐ Track performance against scope
- ☐ Monitor schedule performance with Gantt charts

⌚ Data Management

- ☐ Receive alerts when required data is not complete or fresh based on project needs

⌚ Document Management

- ☐ Identify and manage issues that delay or stop work with assigned owners and due dates



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