

Start Planning: Check List

- Did I create a Touchplan account at Touchplan.io?
- Did I identify goals leading up to completion to set up as Phase Plans
- Did I add the correct Project Members, Project Roles, and Project Locations that my team will be using?
- Did I add Swimlanes to the plan to guide the Basic Users?
- Is my Active Line set up to build a lookahead schedule for the next 3-6 weeks? Do I need more planning space?
- Is my Variance Reason list updated with everything I want to track?
- Do I have a steady internet connection and device?

Questions?

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