Solid **Project Management** up front is essential to clarity and understanding for the project team.
- Accurate and up to date schedule kept current
- Project Approach clearly defined up front
- Clearly defined Roles & Responsibilities
- Regular and timely **communication** to entire CPU to include:
  - Status Updates
  - Milestone Transitions
  - Meeting Notifications
  - Meeting Minutes
  - Schedule Changes
  - Key Decision Changes
  - Testing Results
  - Timely/Accurate Updates during Launch Weekend
  - Consider use of a chat room to post updates during launch

**Test Plans** need to be updated regularly to ensure that all software development changes/updates are captured and accounted for.

The Development Team should meet once code is on the QA environment to conduct a **code review** to ensure that the code is working as intended.

When staff will be on site during non-work hours, **inform facilities** so the building temperature can be adjusted accordingly.

Consider **archiving data** to shorten processing times.

**Notify Access Services of appropriate access needs** for personnel during phases on the various environments to ensure that unnecessary delays are not encountered.

We need to **better understand the cache refresh timelines** and the potential impacts up front.
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