


My Trade Project Management Check-List

date: _____

Project Planning	<u>Notes:</u>	
Assigning Project Manager		
Background Checking		
Terms Negotiation		
Order Contracting		
Translation Arrangements		
Legal Support		
Contract Drafting		
Order Follow-Up		
Material Inspection		
Material Testing		
Order Confirmation		
Production Pre-Inspection		
Material Cross-Checking		
Order Follow-Through		
Random Inspections		
Production Mid-Inspections		



Production Affirmation		
Quality Control		
Quality Testing		
Quality Assurance		
Product Final Testing		
Product Certification		
Storage Supervision		
Consignment Management		
Packaging Control		
Loading Control		
Inland Logistics		
Export Documentation		
Container-Loading/Sealing		
Insurance		
Custom Clearing		
Trans-Shipment		
Shipment Guarantee		

