

COPS Baseline 6-6: Monthly Review of Project Financial Status and Invoice

ABSTRACT

Asking project managers (or yourself) detailed questions is one way to ensure that your project is on track financially, monthly billing is accurately allocated, that work performed (and billed) agrees with the project scope and an appropriate monthly invoice can be prepared and presented to your client. COPS Baseline 6-6 is a checklist that should be used monthly to ensure the client and firm are aware of the status of the project, including out-of-scope services, invoicing, and budget.