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| **Project Initiation** | **Project Planning** | **Project Execution** | **Project Control** | **Project Closure** |
| Review business casePerform Feasibility analysisDetermine Methodology to be usedIdentify & document user requirementsDevelop project alternative recommendationsDefine project deliverablesDevelop high level Work Breakdown StructurePrepare internal documents of understanding (DOUs)Perform initial Risk IdentificationPerform Stakeholder IdentificationIdentify QA activitiesLevel set customer expectationsReview lessons learnt from prior projectsDefine financial proceduresReview corporate intellectual capital database for relevant itemsEstablish project repository for project documentationInteract with legal/regulatoryDefine project milestonesDevelop high level project scheduleDevelop staffing planNegotiate space/equipment as neededCreate cost spreadsheetCreate Order of Magnitude estimate (+75% to –25%)Obtain approval to proceedPerform initial project review | Initial kick-off meetingProject ScopeResponsibilities – CustomerResponsibilities- YourTimelines & MilestonesDeliverablesKnown Risks/ConcernsTeam HierarchyDevelop functional specificationsDevelop non-functional specificationsIdentify flexibility / scalability issuesPerform Risk Analysis & Develop Risk Mitigation PlanIdentify Training needsDevelop detailed Project DefinitionDocumentDevelop communication planDevelop test planRefine WBS & project scheduleDevelop/adopt naming standardsIdentify components to be purchased (hardware, software, services, tools, etc.)Develop product user acceptance planValidate assumptions and information gathered during Initiation PhaseProduce Budgetary estimate (+25% to –15%)Review phase deliverablesObtain approval of phase deliverablesProject Review (as needed)Obtain approval to proceed | Produce project deliverablesSupport & mentor team membersMaintain relations with key stakeholdersUpdate project schedule with actual hours and costsPerform process modelling (as-is and to-be)Perform detailed technical analysis (specifications)Produce Definitive Estimate (+10% to –5%) once detailed design is completedEvaluate and select toolsPerform RFP and vendor selectionDevelop/adopt development standards / proceduresIdentify usability requirementsDevelop test proceduresPerform technical reviewsDevelop training plan & documentationRefine project scheduleReview phase deliverablesPerform Product TestingOversee migration from development to production teamPerform team fun “events” throughout project lifecycle – celebrate wins!Develop & Execute detailed Implementation PlanEvaluate customer readinessPerform end user trainingProject Review (as needed) | Monitor Project StatusReport on project milestones & deliverablesManage project costs, schedule and time.Perform Change ControlMaintain Risk LogMaintain Issues LogMaintain Staffing LogMaintain Change control logMaintain project communications in all directions (upward, outward and downward)Manage project auditsMonitor contractsEnsure deliverables are signed offResolve & Escalate problemsMonitor Q/A procedures | Schedule customer satisfaction surveyCollect all assets to be returned to customerRecord lessons learntComplete performance evaluations on team membersEnsure all deliverables are completed and approvedUpdate intellectual capital databasePerform final approvals on Labour & ExpensesClose out all contractsSchedule final project reviewPrepare final project summary reportConduct closeout meeting with customerTeam Celebration!Close project accounting codesTransition product to production supportReassign team member |