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| **Project Initiation** | **Project Planning** | **Project Execution** | **Project Control** | **Project Closure** |
| Review business case  Perform Feasibility analysis  Determine Methodology to be used  Identify & document user requirements  Develop project alternative recommendations  Define project deliverables  Develop high level Work Breakdown Structure  Prepare internal documents of understanding (DOUs)  Perform initial Risk Identification  Perform Stakeholder Identification  Identify QA activities  Level set customer expectations  Review lessons learnt from prior projects  Define financial procedures  Review corporate intellectual capital database for relevant items  Establish project repository for project documentation  Interact with legal/regulatory  Define project milestones  Develop high level project schedule  Develop staffing plan  Negotiate space/equipment as needed  Create cost spreadsheet  Create Order of Magnitude estimate (+75% to –25%)  Obtain approval to proceed  Perform initial project review | Initial kick-off meeting  Project Scope  Responsibilities – Customer  Responsibilities- Your  Timelines & Milestones  Deliverables  Known Risks/Concerns  Team Hierarchy  Develop functional specifications  Develop non-functional specifications  Identify flexibility / scalability issues  Perform Risk Analysis & Develop Risk Mitigation Plan  Identify Training needs  Develop detailed Project Definition  Document  Develop communication plan  Develop test plan  Refine WBS & project schedule  Develop/adopt naming standards  Identify components to be purchased (hardware, software, services, tools, etc.)  Develop product user acceptance plan  Validate assumptions and information gathered during Initiation Phase  Produce Budgetary estimate (+25% to –15%)  Review phase deliverables  Obtain approval of phase deliverables  Project Review (as needed)  Obtain approval to proceed | Produce project deliverables  Support & mentor team members  Maintain relations with key stakeholders  Update project schedule with actual hours and costs  Perform process modelling (as-is and to-be)  Perform detailed technical analysis (specifications)  Produce Definitive Estimate (+10% to –5%) once detailed design is completed  Evaluate and select tools  Perform RFP and vendor selection  Develop/adopt development standards / procedures  Identify usability requirements  Develop test procedures  Perform technical reviews  Develop training plan & documentation  Refine project schedule  Review phase deliverables  Perform Product Testing  Oversee migration from development to production team  Perform team fun “events” throughout project lifecycle – celebrate wins!  Develop & Execute detailed Implementation Plan  Evaluate customer readiness  Perform end user training  Project Review (as needed) | Monitor Project Status  Report on project milestones & deliverables  Manage project costs, schedule and time.  Perform Change Control  Maintain Risk Log  Maintain Issues Log  Maintain Staffing Log  Maintain Change control log  Maintain project communications in all directions (upward, outward and downward)  Manage project audits  Monitor contracts  Ensure deliverables are signed off  Resolve & Escalate problems  Monitor Q/A procedures | Schedule customer satisfaction survey  Collect all assets to be returned to customer  Record lessons learnt  Complete performance evaluations on team members  Ensure all deliverables are completed and approved  Update intellectual capital database  Perform final approvals on Labour & Expenses  Close out all contracts  Schedule final project review  Prepare final project summary  report  Conduct closeout meeting with customer  Team Celebration!  Close project accounting codes  Transition product to production support  Reassign team member |