

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

Obtain approval to proceed Perform initial project review	Obtain approval of phase deliverables Project Review (as needed) Obtain approval to proceed	Evaluate customer readiness Perform end user training Project Review (as needed)		
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