



## Project Initiation Process

- Requester completes form
- Submits to IT for review
- Present to ITPAC for prioritization
- ITPAC to approval
- Project approved
- Project Manager is assigned and notified
- Project Initiation activities begin
- Project Manager creates Project Charter
- Project Charter is approved



- Ensure that the project scope is clearly defined and approved
- Verify that project is staffed appropriately
- Establish leadership and project structure
- Define roles and responsibilities
- Develop project org chart and contact list
- Communicate with project team, Functional Managers and other Stakeholders
- Develop project communication plan
- Develop other plans (quality, change, acceptance)
- Identify high level risks and cross functional impacts
- With your team, develop estimates and build a project plan
- Ensure that the project plan is realistic and approved

Determine the following:

- Project objectives
- Business need
- High level project deliverables
- High level constraints and assumptions
- High level cross functional impacts
- High level resource needs

## Plan the Project

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## Initiate the Project

- Submit Project form to IT for review within IT scope
- If IT recommends it then it is presented to ITPAC to approve and prioritize

## Execute the Project

- Use the project plan to manage the project
- Conduct regular status meetings
- Create and distribute regular status reports
- Track planned vs actual and update project plan
- Keep the project plan current
- Track and escalate issues and risks
- Quality assurance
- Track Lessons Learned

## Control the Project

- Ensure appropriate approvals of deliverables occur
- Conduct performance review checkpoints (quality, time, budget, lessons learned)
- Take required corrective action
- Issue change requests
- Make changes and adjust the baseline
- Implement contingency plans

## Close the Project

- Distribute final status report
- Collect and compile lessons learned from team
- Facilitate a Post Project Review Meeting
- Ensure appropriate final acceptance approvals occur
- Finalize project documentation and file in project archives

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