

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

Plan the Project

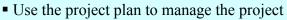


•Submit Project form to IT for review within IT scope

Execute

the Project

•If IT recommends it then it is presented to ITPAC to approve and prioritize



- 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

(5)

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



Initiate the

Project

(6)

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

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