

Activities

- Accept leadership ●
- Identify the sponsor ●
- Establish the objectives, goals, and scope ●
- Assess the impact on the organization ●
- Identify boundaries and risks ●

- Build the team ●
- Build the schedule and budget ●
- Determine the communication approach ●
- Update the risks and associated actions ●
- Prepare the environment ●
- Kick off the project ●

- Communicate and maintain relationships ●
- Facilitate progress and respond to changes ●
- Ensure quality and business value ●

- Agree the project is complete ●
- Assess project successes and learnings ●
- Thank the team ●

PROJECT MANAGEMENT

Scope & Initiate

Gain consensus on the value, outcome, and framework
Understand the impact of the project

Plan & Prepare

Define the details of execution
Prepare the team and environment

Deliver & Support

Facilitate progress
Ensure the expected value is delivered
Provide day-to-day leadership

Reflect & Close

Evaluate the success of the project
Capture learnings

Deliverables

- Stakeholder Register ●
- Project Strategy (partial) ●
- Risk Register ●
- High-Level Schedule (conditional) ●
- High-Level Budget (conditional) ●

- Stakeholder Register (updated) ●
- Project Strategy (completed) ●
- Schedule ●
- Budget ●
- Risk Register (updated) ●
- Project Standards ●

- Status Report ●
- Change Request Log ●
- Action Item Log ●
- Schedule (updated) ●
- Budget (updated) ●
- Risk Register (updated) ●

- Project Archives ●
- Project Results and Lessons Learned ●