



Pre-requisites

Project approval and funding source are confirmed.

- Complete project origination and approval process as defined by your department.
- Obtain TI Committee recommendation (when appropriate).
- Confirm project funding source.
- Request PMO engagement for technical projects.

Step 1: Initiate

Project scope, costs and schedule are estimated and approved for planning.

- Confirm project team participants and stakeholders.
- Create project repository.
- Create project manager and team logs for tracking project progress and activities.
- Formally kick-off the project.

Step 2: Plan

Project cost and schedule estimates are refined and the Project Management Plan is completed.

- Refine estimated costs and project timeline.
- Complete the project management and supporting plans.

Step 3: Execute, Monitor & Control

Project activities are executed. Performance is monitored and reported. Changes are processed and executed (if approved).

- Perform activities to execute planned scope of work and report performance.
- Monitor progress and resolve risks, issues, and changes.
- Update project documents (as appropriate).
- Confirm acceptance of completed work.

Step 4: Close

Project is formally closed.

- Complete and distribute lessons learned.
- Complete and distribute the project closing report.
- Archive project repository.