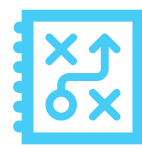




Initiation



Planning



Execution & Control



Closing

Activities	<ul style="list-style-type: none"> Justify need for project Define project goals, including high-level timelines and deliverables Identify stakeholders Determine what level of PMO service is needed/ desired (prior to Project Charter development) 	<ul style="list-style-type: none"> Thorough planning of all project work at a detailed level All documentation combined creates Project Plan 	<ul style="list-style-type: none"> Delivery of project plans Monitoring to ensure project stays within scope, on time, and on budget Management of issues and change requests 	<ul style="list-style-type: none"> Ensure all deliverables meet acceptance criteria & are transferred to Operations staff Discuss, review & document Lessons Learned Celebrate project success Archive project files Release Project Team from further work
Documents	<ul style="list-style-type: none"> Business Case & Alternatives Analysis Project Charter 	<ul style="list-style-type: none"> Project Schedule (includes Work Breakdown Structure) Communication Plan Budget (if applicable) RACI Chart Stakeholder Analysis 	<ul style="list-style-type: none"> Status Update Reports Issues/Changes & Decision Log Updates to Project Plan documents 	<ul style="list-style-type: none"> Lessons Learned Project Closing Report
Gates	Project Sponsor signs Project Charter	Project Sponsor provides verbal approval of plans	Project Sponsor and Owner are kept informed through regular Status Update communications and provide decisions for issue management.	Project Sponsor signs Project Closing Report