

# Project Management Intranet Site For MPPC

## - Initiating Process

- Identify key stakeholders
- Prepare project charter
- Hold project kick-off meeting

## - Planning Process

- Team planning meeting
- Scope statement
- Schedule, Cost Baseline & Risk
  - Determine task resources
  - Determine task durations
  - Determine dependencies
  - Create Gantt chart
- Risk Analysis
  - Identify risks
  - Discuss risks
  - Prioritise risks
- Gathering User Info
  - Gather user requirements
  - Prepare survey
  - Execute survey
  - Survey analysis
- Test Development

## - Executing Process

- Intranet Site
  - Intranet Development
    - Templates & Tools
      - Examples
        - Files
        - Instructions
    - Ask the expert feature
      - Expert database creation
      - Payment method for Ask Expert feature
      - Connection to Expert database
    - User request feature
    - Search feature
    - User submission feature
  - Security
    - Payment method to access whole site
    - Site access control
  - Intranet Site Design
    - Site Map
    - Suggested formats
    - Graphics
    - Intranet Site Construction
    - Intranet site testing
- Articles
  - Development of article content
  - Sourcing of links

## - Monitoring and Controlling Process

- Project Benefits Measurement
- Milestone Report
- Final Report

## - Closing Process

- Release
  - Promotion
  - Roll out