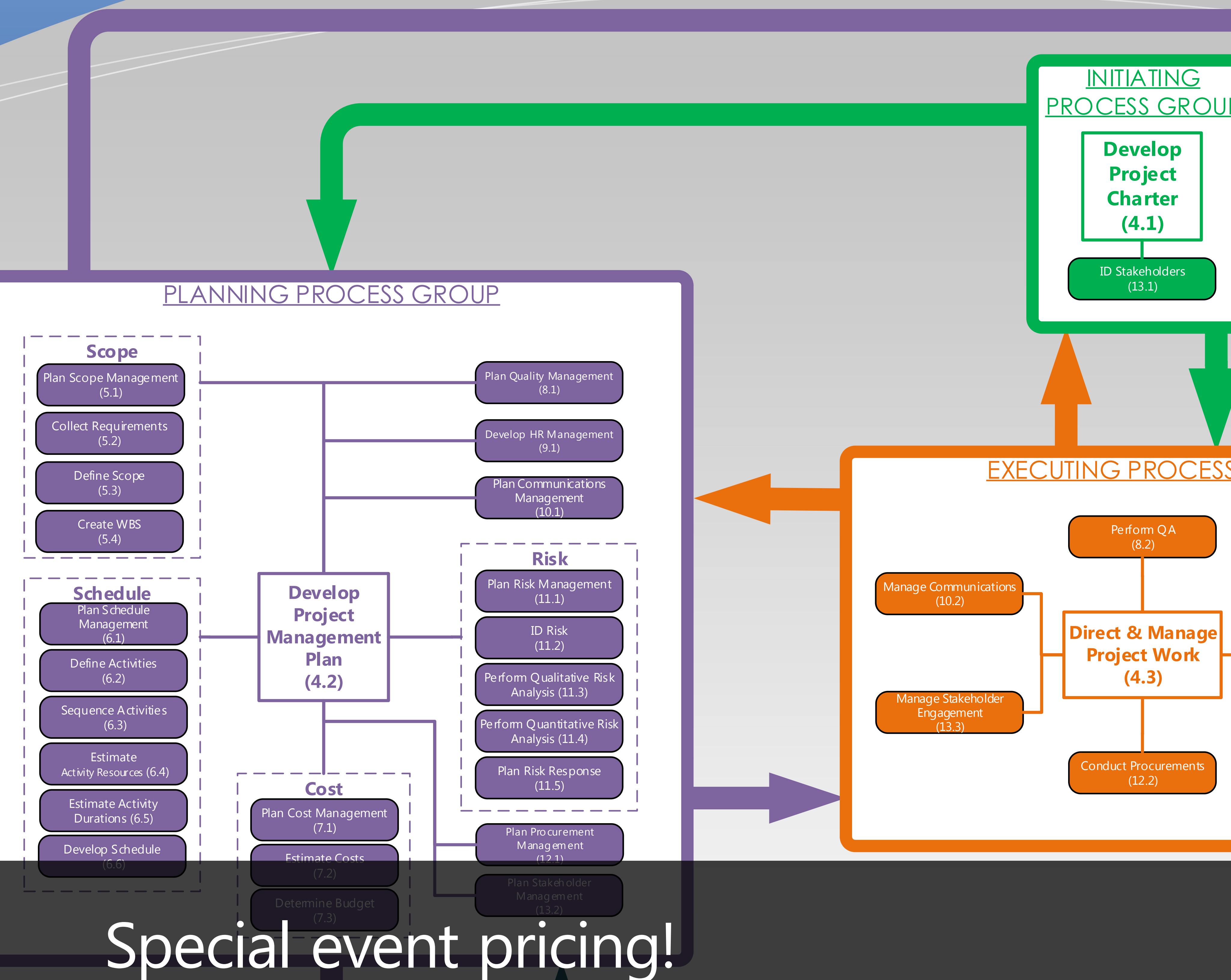


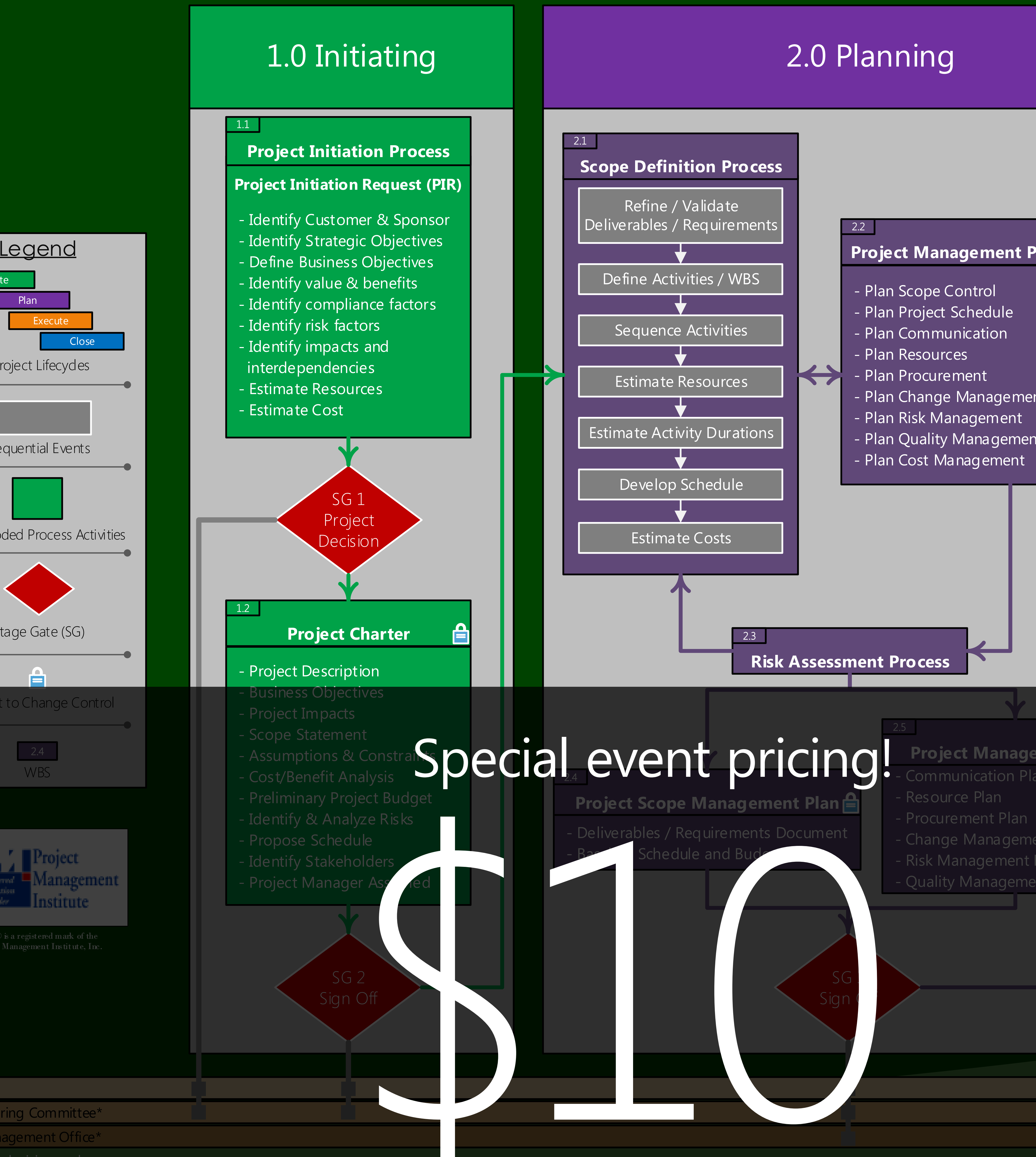
# Project Management Process Groups, Int



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# Project Management Life



# Technical Project Life-Cycle





# Project Requirements Gathering Framework

## 1.0 Project Definition

### 1.1 Define Business Goals

Which Strategic objectives does this project support?

- What is the business case?
- What problems need to be solved?
- What opportunities need to be addressed?
- What is the purpose of the end result?
- What is the context of the work?
- What is the scope of the project?

## 2.0 Elicitation

### 2.1 Identify Stakeholder Classes

What groups of people are impacted by this project?

Client: Those who contract for the product to be built

Customer: Those who will pay

User: Someone who has direct interface with the product

Other Stakeholders: Those who will be impacted by, or can impact the project

### 2.2 Map Stakeholder Classes to Requirements

Who wants what?

For each stakeholder class identify:

- Input needed
- Degree of involvement
- Degree of Influence

### 2.3 Identify Stakeholder Representatives

Who represents which stakeholders?

- Whom will they represent?
- Assign Priority and participation levels
- Which deliverables do they own and which requirements will they help define?

### 2.4 Identify Decision Makers

Who decides?

- Whom will they represent?
- Assign Priority and participation levels
- Which deliverables do they own and which requirements will they help define?

### 2.5 Select Elicitation Techniques

How to gather requirements?

- Interviews
- Keypairs
- E-mail paper surveys, SharePoint surveys
- JAD (Joint Application Development) sessions
- Observe workflow – use case scenarios
- Review problem reports
- Benchmarking (looking at best practices)
- Review standards

### 2.6 Elicit and Define Requirements

Gather Information

- What is your requirement?
- What does that give you of value?
- Which value is most important?

### 2.7 Identify Stakeholder Requirements

What Groups of people are impacted?

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# SharePoint Scalability PPM Lifecycle



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