

# Process Groups

Essential Terms to Know



# PROCESS GROUPS & KNOWLEDGE AREAS TABLE Page 25, PMBOK

Knowledge Areas	Project Management Process Groups				
	Initiating	Planning	Executing	Monitoring & Controlling	Closing
<b>Project Integration Management</b>	Develop Project Charter	Develop Project Management Plan	Direct and Manage Project Work Manage Project Knowledge	Monitor and Control Project Work Perform Integrated Change Control	Close Project or Phase
<b>Project Scope Management</b>		Plan Scope Management Collect Requirements Define Scope Create WBS		Validate Scope Control Scope	
<b>Project Schedule Management</b>		Plan Schedule Management Define Activities Sequence Activities Estimate Activity Durations Develop Schedule		Control Schedule	
<b>Project Cost Management</b>		Plan Cost Management Estimate Costs Determine Budget		Control Costs	
<b>Project Quality Management</b>		Plan Quality Management	Manage Quality	Control Quality	
<b>Project Resource Management</b>		Plan Resource Management Estimate Activity Resources	Acquire Resources Develop Team Manage Team	Control Resources	
<b>Project Communications Management</b>		Plan Communications Management	Manage Communications	Monitor Communications	
<b>Project Risk Management</b>		Plan Risk Management Identify Risks Perform Qualitative Risk Analysis Perform Quantitative Risk Analysis Plan Risk Responses	Implement Risk Responses	Monitor Risks	
<b>Project Procurement Management</b>		Plan Procurement Management	Conduct Procurements	Control Procurements	
<b>Project Stakeholder Management</b>	13.1 Identify Stakeholders	Plan Stakeholder Engagement	Manage Stakeholder Engagement	Monitor Stakeholder Engagement	

# Process Groups and Knowledge Areas

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## 49 Processes organized into 5 Process Groups & 10 Knowledge Areas

### 10 Knowledge Areas

1. Integration Management (7)
2. Scope Management (6)
3. Schedule Management (6)
4. Cost Management (4)
5. Project Quality(3) Management
6. Resources Management (6)
7. Communications Management (3)
8. Risk Management (7)
9. Procurement Management (3)
10. Stakeholder Management (4)

### 5 Process Groups

1. Initiation (2)
2. Planning (24)
3. Execution (10)
4. Monitor & Control (12)
5. Closing (1)



# Project Management Process Groups

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- **Initiating** - The project is authorized.
- **Planning** - Project objectives are determined, as well as how to reach those objectives with the given constraints.
- **Executing** - The project is executed utilizing acquired resources.
- **Monitoring & Controlling** - Project Performance is monitored and measured to ensure the project plan is being implemented to design specifications and requirements.
- **Closing** - The project and its various phases are brought to a formal end.



# Initiating

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- 13% of the questions on the exam
- 2 Processes: Develop Project Charter & Identify Stakeholders
- Identifying Needs of the project
- Creating a Feasibility Study
- Creating a Product Description
- Creating a Project Charter
  - Project charters authorize. When you think of the project charter, think authority for the project manager
  - The First Step
  - The Most Important Step
  - The Alpha Step



# Planning

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- 24% of the questions on the exam
- **24 Processes:** Develop PM Plan ▪ Plan Scope Management ▪ Collect Requirements ▪ Define Scope ▪ Create WBS ▪ Plan Schedule Management ▪ Define Activities ▪ Sequence Activities ▪ Est. Activity Durations ▪ Develop Schedule ▪ Plan Cost Management ▪ Est. Cost ▪ Determine Budget ▪ Plan Quality ▪ Plan Resource Management ▪ Est. Activity Resources ▪ Plan Communications Management ▪ Plan Risk Management ▪ Id Risks ▪ Perform Qualitative Risk Analysis ▪ Perform Quant. Risk Analysis ▪ Plan Risk Responses ▪ Plan Procurement Management ▪ Plan Stakeholder Management
- Creating a Scope Statement
- Recruiting the Project Team
- Creating the Work Breakdown Structure
- Completing Risk Assessment
- Creating the Network Diagram
- Completing Estimates
- Creating the Project Schedule
- Completing the Project Budget
- Creating a Quality Management Plan
- Completing Stakeholder Analysis
- Creating a Communications Plan
- Completing the Project Plan



# Executing

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- 31% of the questions on the exam
- **10 Processes:** Direct and Manage Project Work ▪ Manage Project Knowledge ▪ Manage Quality ▪ Acquire Resources ▪ Develop Team ▪ Manage Team ▪ Manage Communications ▪ Implement Risk Responses ▪ Conduct Procurements ▪ Manage Stakeholder Engagement
- Authorizing the Project Work
- Beginning Vendor Solicitation
- Determining Vendor Source
- Quality Assurance
- Ensuring Team Development
- Start working
  - Shovel in the ground
  - Opening the can of paint



# Monitoring and Controlling Processes

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- 25% of the questions on the exam
- **12 Processes:** Monitor and Control Project Work ▪ Perform Integrated Change Control ▪ Control Scope ▪ Validate Scope ▪ Control Schedule ▪ Control Cost ▪ Control Quality ▪ Control Resources ▪ Monitor Communications ▪ Monitor Risk ▪ Control Procurements ▪ Monitor Stakeholder Engagement
- Ensuring Quality Control
- Providing Scope Verification
- Implementing Scope Change Control
- Managing Cost Control
- Enforcing Schedule Control
- Monitoring Risk Response
- Ensuring Performance Reporting
- Getting the deliverables verified and accepted
- Double checking project work





# Closing Process

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- 7% of the questions on the exam
- **1 Process:** Close Project or Phase
- Closing Vendor Contracts
- Closing Administrative Duties
- Transition the deliverables to the sponsors or customers
- Updating and Archiving Project Records
  - Lessons Learned
- Reassigning the Project Team Members
- Celebrating!

