* **Program Initiation and Planning:** Define the processes for initiating a program, including business case development, stakeholder identification, and program charter creation .Develop comprehensive plans covering scope, schedule, cost, quality, risk, resources, and communication. Include a clear definition of program deliverables and milestones.
  + Project charter
    - Business case
    - Scope and requirements (functional, non-functional, technical)
    - Constraints and Assumptions
    - Key milestones and deliverables
    - Risks and mitigation
    - Governance structure / communication plan
    - Role and responsibilities
    - Stakeholder identification
    - Resource requirements (email, JIRA, communication)
    - Integration and maintenance plan
* **Program Execution**: Outline processes for executing program activities, including project integration, resource management, quality assurance, and stakeholder engagement.
  + Resource tracking template and report: monitor and manage resource allocation and utilization
    - Human resource: Tempo Planner or BigPicture
  + Quality assurance checklist and audit report: ensure program outputs meet defined standards
  + Stakeholder engagement log and feedback reports: active communication to manage expectations and gather feedback
* **Program Monitoring and Control**: Implement mechanisms for tracking progress, managing changes, monitoring risks, and ensuring that program objectives are met.
  + Performance management plan and report: monitor program progress against KPIs and metrics
  + Change log: a formal process for submitting, evaluating, and approving changes to the program scope, schedule, and resources. Analyze the impact of proposed changes on program objectives, timelines, and resources before approval.
  + Risk Register: update the risk register with new risks and status of existing risks
    - Evaluate risks based on their likelihood and potential impact, and prioritize them accordingly.
    - Develop and implement strategies for mitigating and responding to risks, including contingency planning.
* **Program Closure**: Establish procedures for closing programs, including finalizing deliverables, conducting lessons learned sessions, and releasing resources.