Project Management Life Cycle

# Phase # 1:

During the initiation phase, you’ll analyse project documents and supporting materials to identify project requirements, evaluate stakeholders, and problem solve. You'll use a project charter as a tool to align project scope and goals among stakeholders. And you'll apply effective negotiation skills with stakeholders to prioritize project goals. You'll use a project charter as a tool to align project scope and goals among stakeholders. And you'll apply effective negotiation skills with stakeholders to prioritize project goals.

### Project Charter:

A project charter is a formal document that clearly defines the project and outlines the necessary details to reach the project's goals.

* The project manager creates the charter during the initiation phase, which is the first phase of the project life cycle.
* The project charter helps you organize vital project information, create a framework for the work that needs to be done, and communicate those details to the necessary people.
* It's also useful as a reference throughout the project's life cycle, since it can help stakeholders realign on the project **scope, goals, and costs**. The project charter contains key information about a project, like the summary, goals, and deliverables.
  + The **goal of the summary** is to provide an overview of the project and to outline the goals you hope to accomplish. **Summaries** should be brief—just a few sentences at most, and to the point.
  + **Project goals** refer to the desired results of the project, and deliverables refer to specific tasks and tangible outcomes that enable the team to meet project goals. In general, project goals address the overall result that stakeholders are aiming to achieve. They are determined by input from stakeholders and the project manager.
  + The last part of a project charter that will cover here is **scope**. Remember that scope refers to the boundaries of a project. Along with the scope, the charter contains information about work that's out-of-scope. Details that don't contribute to the project's goals are considered out of scope.

For example, part of Sauce and Spoon's annual growth and expansion goals is launching the tablet roll out project, and one deliverable of the project is the successful installation of working tablets at two restaurant locations.