**Section 2 Recap**

**The Phases of a Project**

* Projects are generally broken into 4 main phases: Discovery or Pre Planning, Planning, Execution or Implementation and Closure.
* Although the number and the name of the project phases may vary, in general they are pretty similar across all methodologies and basically break up projects into an initial phase, a strategic phase, an execution phase and a wrap up or final phase.
* Some companies might also have custom phases specific to their work environment.

**Discovery or Pre Planning**

* An early and initial phase of the project where you're pretty much setting the foundation for your project and understanding the business needs and requirements.
* In the Discovery phase you will work on defining your project objectives, the project scope, budget, resourcing, high level schedule and many other key items that are part of your business case.
* The main deliverable of a Discovery phase is to have a robust Business Case ready for review and approval.

**Planning**

* The planning phase of a project is where you define in detail how you will perform Implementation.
* Anything and everything that you need to analyse, define or prepare prior to implementation is part of your planning phase.

**Execution or Implementation**

* It’s where you get to make plans a reality and where you go from documents, plans and theory to actions.
* As a PM you will coordinate, prioritize and assign tasks during this phase and steer the team to delivering on time and within budget.
* You’ll liaise with the different business units, areas or departments and keep stakeholders & end users up to date with progress, key dates and next steps.
* You will be making strategic and tactical decisions, working closely with your team, helping out end users, collaborating with other areas, broadcasting project comms, monitoring progress, resolving problems or issues, supporting end users, etc.

**Closure**

* This is the final and post implementation phase of the project.
* Wrap up activities such as documentation, project management system updates, operational handover, post implementation reviews, lessons learned and any other final activities.
* During this phase keep a pulse on how end users are feeling about the project, iron out any outstanding issues, perform a final review of actuals vs. the budget and basically, etc.
* Ensure all relevant documentation and information about the project is stored where it needs to be stored and can be easily accessible for future reference, audits or reports.
* Another key part of the Closure phase is recognition.