1. Initiating
   1. Identify stakeholders.
   2. Hold Initial Meeting
      1. Assign Roles to group
      2. Exchange Contact details
   3. Develop Project Charter
   4. Project Sponsor Feedback
2. Planning
   1. Project website and event planning meeting
   2. Create a project plan
   3. Submit project plan.
   4. Team planning meeting
   5. Team charter
   6. Scope statement
   7. WBS
   8. Schedule and cost baseline
      1. Task resources
      2. Task durations
      3. Task dependencies
      4. Draft gantt chart
      5. Final gantt chart
   9. Risk Prioritzation
3. Executing
   1. Survey
   2. User inputs
   3. Create a website and contents.
   4. Intranet site content
      1. Templates and tools
      2. Articles
      3. Links
      4. Ask the expert
      5. User requests feature
   5. Intranet site design
   6. Intranet site construction
   7. Intranet site testing
   8. intranet site promotion
   9. intranet site roll-out
   10. project benefits measurement
4. Monitoring and Controlling
   1. Progress reports
   2. Change requests
5. Closing
   1. Final Project report
   2. Final Project presentation
   3. Sponsor Sign-off
   4. Lesson learned