PROJECT MANAGEMENT PHASE

Purpose: The *Project Management* Phase improves visibility, reliability and consistency of: *project schedules, project status, risk assessment*, and *resource commitment*. Quality *project management* leads to more timely decisions and pro-active management, which in turn leads to informed customers and higher quality software.

Life of the Phase: These *tasks* occur throughout the Software Development Life Cycle, starting during the Investigation Phase and continuing through the end of the Warranty Phase.

All project management *tasks* are owned by the *Project Lead*.

STEP 1: Define the Project

This step is part of the Investigation Phase. It identifies the project sponsors, their priorities, and a Project Objective Statement (POS).

STEP 2: Plan the Infrastructure

This step should be done at the beginning of each phase.

A. Set expectations with team members during a team meeting on:

   i.   Planning Decisions (tools, involvement, deliverables)
   ii. Tracking Decisions (frequency of status meetings, frequency and format of status reports)
   iii. Practice Decisions (project notebook owner, managing change)
   iv. Relationship Decisions (ownership, communication)

B. Document results and distribute to team members and sponsors

STEP 3: Plan the Project

Project planning occurs at different steps in a project, depending on the size and duration of the project:

1. If you have a large project (many months, 1 or 2 years), you may want to first perform the project planning steps at a high level for the whole project. Then go into more detail for the next phase to be performed and additional phases as you feel comfortable.
2. If you have a small-medium project (a couple days, weeks or months) you will want to plan out the phases you will perform in detail.

> The points are: plan the whole project up front (at a high or detail level, depending on the project size and due date) and adjust the plan, as needed, before each phase of the project!