

**C. Analyze Variance of Project Plan**

(as often as required, at least at the end of each phase)

- i. Estimate the time and resources necessary to complete the remainder of the tasks
- ii. Analyze and document the impact of each variance
- iii. Adjust the Project Plan and Timeline, as necessary

**D. Take Adaptive Action**

(if necessary and as often as required)

- i. Plan and take adaptive action with consultation of project sponsors
- ii. Communicate action to team

**E. Communicate Project Status**

(on a pre-defined periodic basis (i.e., weekly)).

Communicate project status in writing upwards, downwards, and sideways (i.e., Make sure everyone that needs to know information does).

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