

A. Determine the Work Breakdown Structure (WBS)

(Use the SDLC Guideline Steps as a starting point.)

- i. Break down the project into its major components and sub-components (go to enough detail so that you can accurately estimate the time to complete the task)
- ii. Assign ownership of each task to ONE person.
- iii. Specify a measurable deliverable for each task

B. Schedule the Plan

- i. Assign resources for each of the lowest level tasks
- ii. Assign a duration for each of the lowest level tasks
- iii. Determine the logical dependencies
- iv. Create a Gantt chart (i.e., a Project Timeline)

C. Optimize

(using Priority Matrix)

Optimize the schedule and the WBS (see “*Project Management*” methodology for clarification).

D. Identify Risks and Create a Contingency Plan**E. Share Risks and Contingency Plan with *Project Sponsors*****F. Adjust Project Plan, as necessary****STEP 4: Manage the Project**

This step should occur throughout the duration of the project; starting during the Investigation Phase ending with the Warranty Phase.

A. Provide Status

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

- i. Collect status on each task from team members
- ii. Update plan with actual completion dates

B. Verify POS and Priority Matrix

(as often as required)

- i. Review the POS and Priority Matrix for accuracy
- ii. With sponsor approval, make adjustments to the POS and Priority Matrix, as necessary
- iii. Obtain sign-off on new versions
- iv. Distribute to team and sponsors