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!