

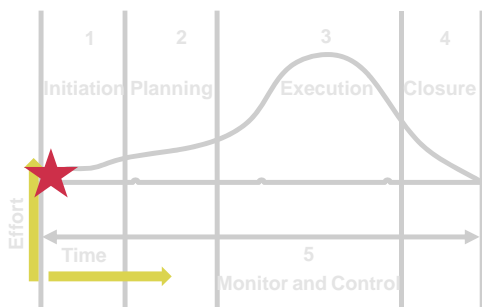
Initiation Phase

We Now Have a Project,
What Do We Do?

Objectives

- Identify where we are in the Project Life Cycle
- Define the two steps in the Initiation Phase
- Explain how to develop a Project Charter

PMI's Project Life Cycle



Step 1: Understand the Project

- Review any and all existing documentation
- Visit the location(s) where activity will occur
- Interview key stakeholders
- Acquire key Subject Matter Experts as team members

Step 2: Develop Project Charter

- Scope
- Budget
- Cost
- Assumptions
- Constraints

A Project Charter

Project Charter		# -- Project
Executive Sponsor(s)		
Business or Service Owner		
Version & Date Issued		
Prepared by		

1. Project Scope

1.1 Business Case
Present project impetus & motivation (what is the problem and how does it affect the requesting unit)? Include the consequences of proceeding.

1.2 Objectives
What are we going to do?

1.3 Subject Matter Expert(s)
Who can be available to the project team every week (up to 2 days a week) when defining the work or testing the product and can accept the deliverables on behalf of the business or service owner? This is often a functional manager whose work will be enabled and assisted by the implementation or software being produced or upgraded.

1.4 Stakeholders
Who has the ability to affect or who might be affected by the project? These people and units need to be kept informed of the work and its results and form audience in the communication plan.

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