

All 5 PHASES

IPEMAC (Initiating, Planning, Executing, Managing and Controlling, Closing)

Pre PROJECT SETUP/INITIATING PHASE

1. Identify the characteristics of a project

- a. Temporary
- b. Delivers a unique product or service out of a need
- c. Constrained by time
- d. Identify resources and quality

2. Requirements to complete a pre-project setup

- a. Identify the project
- b. Validate the project
 - 1. prepare the business case
 - 2. identifying and analyzing the project stakeholders

3. Components of a project charter

- a. Project goals and objectives
- b. Project description
- c. Problem statement
- d. Key project deliverables
- e. High-level milestones
- f. Stakeholders
- g. High-level assumptions
- h. High-level constraints
- i. High-level risks
- j. General project approach
- k. Project manager name and authority level
- l. Sponsor name
- m. High-cost estimates

4. Organizational Structure Types

- a. Functional
- b. Weak
- c. Matrix
- d. Strong
- e. Project Based