Major steps in a project (life cycle):

(documents in **bold**)

1) Initiating (Pre-project setup)
   a. Identify project
   b. Validate project
      i. **Business case document**
         1. May include high-level estimated budgets and timelines and feasibility study
   c. Write **project charter**
      i. **High-level requirements (product description) document**
   d. Get project charter approved
2) Planning
   a. Kick-off meeting
   b. **Scope Planning**
      i. **Scope-management plan**
      ii. **Scope statement**
      iii. **Work breakdown structure (WBS)**
         1. **WBS dictionary**
   c. **Project schedule / Schedule baseline**
      i. Define activities by breaking down WBS further to help determine times and dates
      ii. Activity sequencing and network diagram
      iii. Activity duration estimating
      iv. Schedule development
      v. Sign-off by stakeholders and functional managers who are supplying resources to ensure commitment
   d. Communications Planning
      i. **Communications plan**
      ii. **Resource requirements document =** tells required resources for each work package in WBS
      iii. **Resource pool description =** list of all the job titles within your company.
      iv. **Responsibility assignment matrix (RAM)**
         1. **RACI chart**
   e. Human Resources Planning
      i. Organizational planning
      ii. Staff acquisition
      iii. **Roles and responsibilities document =** lists team members & their responsibilities
      iv. **Staffing management plan**
   f. Procurement Planning
      i. **statement of work (SOW)** details the goods or services you want to procure.
      ii. **procurement document** = to notify prospective sellers of upcoming work
   g. Cost estimating & Budgeting
   h. Quality Planning
      i. **Quality management plan**
   i. Risk Planning
      i. **Risk register**
   j. **Project Management Plan** sign-off
   k. **Transition plan** describes how product is transitioned to the organization
3) Executing
   a. Project Kick-off meeting
   b. States of team development
      i. forming, storming, norming, performing, and adjourning.
4) Monitoring and Controlling
5) Closing

a. Steps
    i. obtaining sign-off and acceptance,
    ii. transferring the product to the organization,
    iii. releasing project resources,
    iv. closing out contracts,
    v. performing Administrative Closure,
    vi. documenting historical information,
    vii. conducting post-mortem analysis, and
    viii. conducting post-project reviews.
b. Main phases:
    i. Contract Closeout
    ii. Administrative Closure
c. **Lessons learned document**
d. **project close report**