Process Flow

SELECT → INITIATE → PLAN ⇄ (MONITOR AND CONTROL) EXECUTE → CLOSE

	1 Select	**2 Initiate**	**3 Plan**	**4 Execute**	**5 Close**

ACTIVITIES	Define Business Need	Assign PM
		
		Follow Work Plan Guidance and Secure Funding
		
		Define High Level Project:
		• Scope
		  • Requirements
		  • Deliverables
		• Schedule and Budget Estimates
		• Assumptions and Constraints
		• Risks
		• Roles and Responsibilities
		• Stakeholders
			Define Detailed Project:
			• Scope
			  • Requirements
			  • Deliverables
			• Schedule
			• Budget
			• Risks
			
			Plan:
			• Resources
			• Communication Needs
			• Procurement
			• Risk Responses
			• Stakeholder Engagement
			• Data Management
				Acquire and Develop Team
				
				Manage:
				• Work (Dev/Test)
				• Scope, Schedule, and Budget
				• Resources
				• Issues
				• Communications
				• Stakeholder Engagement
				
				Gather Lessons Learned
				
				Perform Status Reporting
				
				Monitor and Control:
				• Respond to Change Requests
				• Scope
				• Schedule
				• Budget
				• Risks
					Close Project

DOCUMENTS	**Business Case**	**Project Charter** **Project Checklist**	**Project Management Plan** **Project Worksheet** **Data Management Plan**	**Status Reports** Project Management Plan and Project Worksheet Updates **Change Requests**	**Project Closure Doc** **Lessons Learned**
APPROVAL GATES	Approved Business Case	Approved Project Charter	Approved Project Management Plan	Operations/Function Handoff Activities Completed and Approved	Project Closure Doc Approved Lessons Learned Documented