**1. Planning and Preparation**

* **Define Objectives:**
* **Understand Scope:**
* **Set Milestones:**
* **Allocate Resources:**

**2. Team Management**

* **Assign Roles:**
* **Communication:**
* **Collaboration Tools:**

**3. Risk Management**

* **Identify Risks:**
* **Monitor Progress:**

**4. Execution**

* **Follow the Plan:**
* **Time Management:**

**5. Documentation**

* **Maintain Records:**
* **Final Report:**

**6. Evaluation and Feedback**

* **Measure Success:**
* **Lessons Learned:**