<https://www.projectmanagement-training.net/category/six-phases/>

<http://www.method123.com/project-initiation-phase.php>

# Project Phases

## Initiation

* Define business objectives
  + Client meeting #1
  + Record survey from clients
  + Review case study documentation
  + Team meeting #1
  + Create minutes
* Undertake feasibility study
  + Review existing technology
  + Review available resources
  + Cost analysis
* Define stakeholders
  + Analysis of targeted market
  + Gain interest from sponsors
* Appoint project team
  + Assign scrum master
  + Find project supervisor (tutor)
* Define minimum deliverables
  + Client meeting #2
  + Record survey from clients
  + Team meeting #2
  + Create minutes
* Define other desired deliverables
  + Review survey to find other desired features
  + Analyse market value of features

## Definition

* Determine preconditions
  + Analysis of functional dependencies
  + Project timeline planning
* Define functional requirements (what system is supposed to do)
  + Product backlog
  + Sprint backlog
  + User stories
* Define operational requirements (how to run the system)
  + Product backlog
  + Sprint backlog
  + User stories
* Define technical requirements (how the system is built)
  + Product backlog
  + Sprint backlog
  + User stories
* Analyse design limitations
  + Limitations in available technology
  + Limitations in budget
* Analyse risks
  + Team meeting #3
  + Create minutes
  + Economical risks
  + Time limitation risks

## Design

* Solution Overview
  + Team Meeting #4
* Release Planning
* Budget Planning
  + Client meeting #3
  + Record survey from clients
  + Team Meeting #5
  + Create minutes
* Explore Alternative Solutions
  + Analyse benefits
  + Analyse risks
  + Analyse costs
* Review Team Performance
  + Create burndown chart
  + Create burnup chart