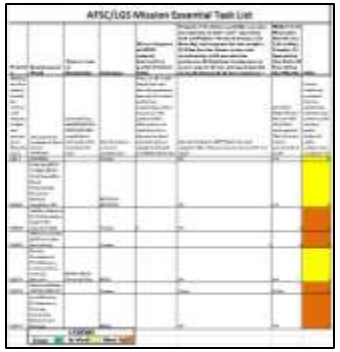
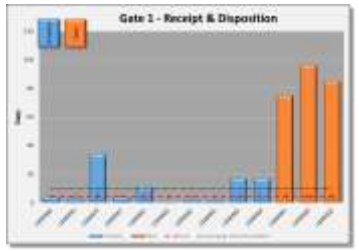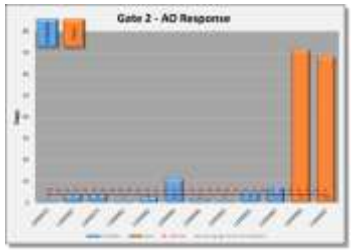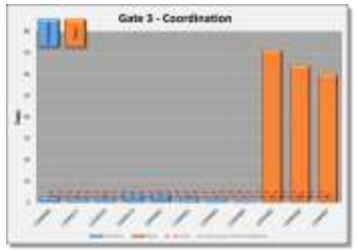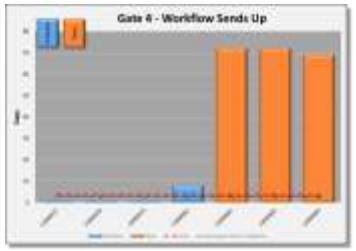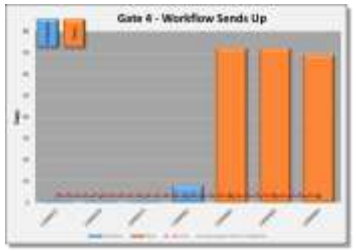
Gate	1	2	2	4	5
Title	Project Definition	Project Planning	Project Planning	Reporting	Documenting
Steps	• Receive project Identify lead stakeholder • Define problem • Define desired customer requirements, value, Prioritized balancing and prioritization	• Validate project definition • Identify all project stakeholders • Develop draft IMS or project plan considering all DOTmLPF-P elements • Brief to leadership for approval – Large: Lead Stakeholder – Medium: Div Chief – Small: Branch Chief	• Validate project definition • Identify all project stakeholders • Develop draft IMS or project plan considering all DOTmLPF-P elements • Brief to leadership for approval – Large: Lead Stakeholder – Medium: Div Chief – Small: Branch Chief	• Report project recommendation, findings, or results through appropriate leadership	• Document project results • Post-action project documentation in the appropriate repository • Close project
Release Point	Assign to an AO	Leadership approval of plan	Leadership approval of plan	Gain leadership approval	Branch Approval
	M S	M S M S S M S M S S	M S M S S M S M S S		
Time Standard (Hours)					
Large > 1 year					
Medium > 1 month but < 1 year					
Small > 7 Days but < 1 month					
P-Z					
Large > 1 year					
Medium > 1 month but < 1 year					
Small > 7 Days but < 1 month