How To Manage a Project

	THE PROJECT LIFE CYCLE	
Phase	**Activities**	**Deliverable(s)**
1. Initiation	• Project Purpose and justification • Main Objectives and Deliverables • Key Stakeholders and Team Members • **Initial** Schedule and Budget Estimates	Project Charter
2. Planning	• Develop a detailed project plan • Scheduling Details • Resource Allocation • Risk Analysis • Gathering ideas, research, and possible solutions	Project Plan
3. Execution	• DO THE PROJECT • Iterative = repetitive with feedback	Project Work Products

4. Monitoring and Controlling	• Checking project progress and team performance
	• Identify any deviations from the plan
	• Take any corrective actions needed
		Progress Reports
		  • Status Reports
		  • Budget Reports

5. Closure	• Getting final approvals • Post-project Review • Presentations	• Project Reviews • Presentation • Plus Materials