

PROJECT MANAGEMENT METHODOLOGY AND PROJECT PHASES



PROJECT INITIATION

Define project objectives, scope, and success criteria

Identify project stakeholders

Conduct a feasibility study and assess project viability

Create a business case outlining project benefits, costs, and risks

Obtain project authorization and establish project governance



PROJECT PLANNING

Develop a project charter, including goals, deliverables, and constraints

Break down the project into manageable tasks

Define project activities, dependencies, and sequencing

Estimate resource requirements, including human resources, equipment, and materials

Identify and assess project risks and develop a risk management plan



PROJECT EXECUTION

Assign tasks and responsibilities to team members

Manage resources effectively and ensure timely completion of tasks

Monitor project risks and take appropriate actions to mitigate them

Maintain communication with stakeholders and provide project updates

Manage project documentation, including version control and record keeping



PROJECT MONITORING

Monitor project progress against the project schedule

Track actual project costs and compare them to the budget

Review and analyze project performance indicators and metrics

Identify deviations from the plan and take corrective actions

Conduct regular project status meetings and report progress to stakeholders



PROJECT CLOSURE

Complete project deliverables and obtain formal acceptance from stakeholders

Conduct a project review or evaluation to assess project success and lessons learned

Transition project outputs to the operational team, if applicable

Define project objectives, scope, and success criteria

Celebrate project completion and recognize the contributions of team members