

TYPICAL INPUTS

STEPS TO FOLLOW

TYPICAL OUTPUTS

- Business objectives to be met by the project
- List of processes that can be re-used
- Lessons learned from previous projects

Analyze the Process

- List of needed new and updated processes
- Defined and documented new and updated processes

- Project objectives (specific; achievable)
- Requirements Plan
- Quality Management Plan
- Organizational and project policies

Plan the Plan

- Business Objectives to be addressed and met by the project
- Vision and Scope Document
- Concept of Operations (CONOPS) Document
- Evolved real prioritized requirements
- Stakeholder expectations

Develop the Plan

- Project Plan
- Product Breakdown Structure (PBS)
- Work Breakdown Structure (WBS)
- Schedule
- Budget
- List of skills/roles needed and candidates
- Estimated effort, by role
- Project Organization Chart
- Stakeholders Communications Plan
- List of skills/roles needed and potential candidates
- Definition of other resources needed (facilities, equipment, communications, etc.)
- Partnering Agreement and process
- Risk Management Plan

- Project Plan
- Evolved real prioritized requirements
- Preliminary design concepts and architecture
- Project Organization Chart
- Product Breakdown Structure (PBS)
- Work Breakdown Structure (WBS)
- Schedule
- Budget

Execute the Plan

- Monitor project activities and track status
- Perform configuration and change management
- Keep stakeholders informed and updated

- Industry and organizational best practices
- Build the team and emphasize team-building efforts
- Involve stakeholders throughout the project
- Updated list of skills/roles needed and candidates
- List of other resources needed
- Partnering with stakeholders
- Perform risk management
- Engage senior management with its sponsorship
- Provide proactive communications
- Utilize the Measurement Plan
- Perform peer reviews and inspections
- Utilize Defect Prevention
- Manage quality
- Perform project reviews
- Acknowledge and recognize contributions

Monitor Project Execution

- Planned versus actuals analysis

Maintain the Plan

- Updated Concept of Operations (CONOPS) Document
- New and changed requirements
- Updated design concepts and architecture
- Project Plan
- Product Breakdown Structure (PBS)
- Work Breakdown Structure (WBS)
- Updated Schedule
- Updated Budget
- Actual effort, by role
- Project Organization Chart
- Updated Stakeholders Communications Plan
- Updated list of skills/roles needed and candidates
- Updated definition of other resources needed (facilities, equipment, communications, etc.)
- Issue resolution actions
- Updated Risk Management Plan
- Risk Register
- Project deliverables

Perform a Project Retrospective
(Apply lessons learned to subsequent projects)