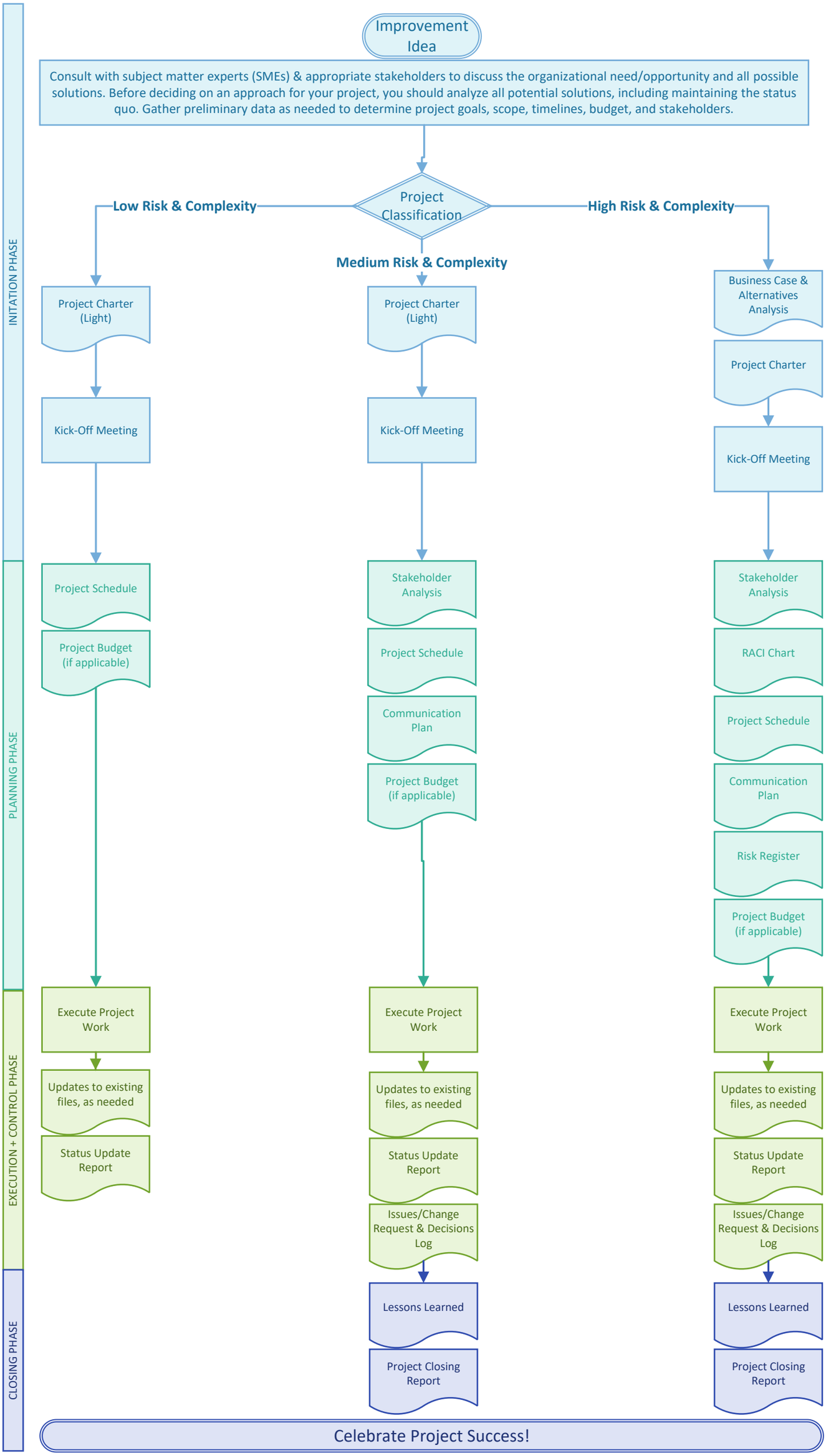
INITATION PHASE
PLANNING PHASE
EXECUTION + CONTROL PHASE
CLOSING PHASE
Improvement Idea
Consult with subject matter experts (SMEs) & appropriate stakeholders to discuss the organizational need/opportunity and all possible solutions. Before deciding on an approach for your project, you should analyze all potential solutions, including maintaining the status quo. Gather preliminary data as needed to determine project goals, scope, timelines, budget, and stakeholders.
Project Classification
Low Risk & Complexity
Medium Risk & Complexity
High Risk & Complexity
Project Charter (Light)
Kick-Off Meeting
Project Schedule
Project Budget (if applicable)
Execute Project Work
Updates to existing files, as needed
Status Update Report
Project Charter (Light)
Kick-Off Meeting
Stakeholder Analysis
Project Schedule
Communication Plan
Project Budget (if applicable)
Execute Project Work
Updates to existing files, as needed
Status Update Report
Issues/Change Request & Decisions Log
Lessons Learned
Project Closing Report
Business Case & Alternatives Analysis
Project Charter
Kick-Off Meeting
Stakeholder Analysis
RACI Chart
Project Schedule
Communication Plan
Risk Register
Project Budget (if applicable)
Execute Project Work
Updates to existing files, as needed
Status Update Report
Issues/Change Request & Decisions Log
Lessons Learned
Project Closing Report
Celebrate Project Success!