



## Project Definition



State the Project



Develop Objectives



Develop Work Breakdown Structure



Identify Resource Requirements

## Project Planning



Assign Responsibility



Sequence Deliverables



Schedule Deliverables



Schedule Resources



Protect the Plan

## Project Implementation



Start to Implement



Monitor Project



Modify Project



Closeout & Evaluate

## Project Definition

### State the Project

- What is the action and end result?
- What evidence suggests a need for this project?
- Are we capable of doing this...?
- How long would it take?
- How much would it cost?

### Develop Objectives

- What value should this project produce?
- What benefits do we want?
- What constraints do we face?
- What requirements must be met?
- How will we know the objectives are met?

### Develop Work Breakdown Structure

- What are the major outputs of this project?
- What are the components of...?
- How will we achieve the objectives?
- How will we organize the work to ease planning and control?

### Identify Resource Requirements

- What resources are needed?
- How much of each resource is needed?
- What will each resource cost?

## Project Planning

### Assign Responsibility

- Who has resources for this work package?
- Who has knowledge, skills, and experience?
- Whose commitment is needed?

### Sequence Deliverables

- In what order must work be completed?
- What knowledge or experience exists?
- How much elapsed time will work packages take?

### Schedule Deliverables

- What assumptions are being made about constraints?
- When should work packages start and finish in calendar time?

### Schedule Resources

- Are resources available when needed?
- Does the schedule need to be adjusted?

### Protect the Plan

- Where are there significant risks (opportunities)?
- What could go wrong (better than expected)?
- What is the likelihood of this potential problem (opportunity) occurring?
- What will be the impact (benefit)?
- What could cause this potential problem (opportunity)?
- How can we prevent (promote) this likely cause?
- What will we do if this happens?
- How will we know it has occurred?

## Project Implementation

### Start to Implement

- Are the project statement, objectives, initial assignments, and performance expectations clearly understood?
- What ground rules have been set for working together, communicating, and handling issues?

### Monitor Project

- How do time, cost, and performance compare to the plan?
- How does the customer view the project?
- What conditions have changed?

### Modify Project

- What concerns have surfaced?
- What is the earliest point of impact?
- What Definition and Planning steps need revision to address concerns?
- How will changes be controlled and communicated?

### Closeout and Evaluate

- How will...
  - Success against objectives and lessons learned be reviewed?
  - Closure be brought to the team?
  - The project summary be documented?
  - The project's ending be communicated?