

Project Management Lifecycle Phases

Initiation

The initiation phase

The primary function of the I.P. is to refine and clearly elaborate the project from its original concept.

The boundaries of the project are defined and described in details in the key deliverable of this phase: **the Project Scope.**

Inputs to the initiation phase

- Business Case and Project Management Framework
- Government requirements for executing, monitoring or reporting a project
- Grant-specific requirements or conditions
- Research, studies or best practices
- Budget or funding changes affecting the project
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Activities and outputs

1. Kick-off
2. Identify stakeholders
3. Define business requirements
4. Describe project boundaries
5. Define resources
6. Establish high-level time frame
7. Conclusion

Kick-off

The Initiation phase Kick-off should begin to build the Project Team and set the expectations of the roles and responsibilities to develop outputs.

Activity - conduct a Kick-off meeting to:

- Review objectives
- Review project history and previous phase outputs
- Discuss initiation phase
- Proposed changes to project documents

Kick-off

Output:

Project Charter establishing

- authority for project execution (authority level of the Project Manager)
- resource allocation

Identify Stakeholders

The purpose of this task is to identify the participants in the project, determine their requirements and expectations.

Communication planning is essential to successful kick-off the project.

Identify Stakeholders

Activity: conduct Stakeholder Analysis Session
(project size, scale or complexity will define the extent to which this analysis is performed)

Output:

- Defined stakeholder list
- Information needed by stakeholder and method of message delivery (communication plan)

Define business requirements

Business requirements definition provides focus to customers and other project stakeholders on existing capabilities and potential solutions to address problems.

The task begins to define a solution or deliverables by soliciting, researching and reviewing customers' requirements.

Define business requirements

Activity: conduct business requirements definition session (*the level of effort is based on the project complexity, ranging from a meeting to a survey*)

Output:

- Elaborated business requirements
- List of project objectives and outcomes
- List of project deliverables and acceptance criteria
- An idea of what the project will not deliver

Describe project boundaries

Boundaries are established around the project to help identify and manage proposed changes throughout the project.

This task defines methods for measuring success, schedule, technical and quality standpoint, identification of initial risks

Describe project boundaries

Activity: Conduct project scope meeting

Output: Project scope statement

(Defined project scope, including a list of project deliverables and a list of items or activities specifically excluded from the project)

Define resources

This task refine the resource needs and types of roles for the project and identify required external resources.

Activity: Conduct resources identification session

Output:

- Estimated resources
- Estimated cost matrix
- Resources acquisition worksheet

Establish high-level project schedule

HLPS provides information of the amount of time the project will take.

Activity: Produce high-level milestone schedule

Output:

- List of anticipated project deliverables
- Estimated high level milestone timeline (project schedule)

Conclusion

Conclusion of the Initiation Phase provides clarity on project status and plans for next phases.

Activity:

- Review core project management deliverables
- Conduct phase review

Output:

- Revised project documents from previous phase
- Phase completion form.