

Project Management Lifecycle Phases

Planning

The planning phase

The purpose of project planning is to define the exact parameters of the project.

This phase is about refining the project purpose and deliverables into a clear set of documents that will support Project Execution.

The planning phase

P.P. provides the opportunity to complete a more detailed exploration of how the project is going to accomplish what is stated in Project Scope.

As the Project Team grows, more information will come to light the Cost, Scope, Schedule and quality parameters of the project.

Risk assessment

Risk assessment includes anticipating and evaluating risks based on what is known about the project and its environment as well as experiences on similar projects.

Risks have measurable impacts and each impact must be defined and documented during Risk assessment.

Four ways to approach project risks

Mitigate	Take actions to lessens probability and/or impact of risk event
Avoid	Take actions to ensure the circumstances that precipitate the risk event do not occur
Transfer	Take actions to reassign the ownership of the risk event to and external entity
Accept	Take no action on risk event

Project planning tools

In P.P. a number of tools will developed to directly support Project execution and control.

The clarity that is achieved through documented detailed plans in this phase will pay dividends in Execution and Control.

Inputs in planning phase

- Final documents of Initiation
- Executive guidance from Project Sponsor
- 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

Activities and outputs

1. Kick-off
2. Refine CSSQ
3. Identify impacts and dependencies
4. Conduct risk assessment
5. Assemble the Project Plan
6. Conclusion

Kick-off

The purpose of Kick-off is to review the project charter, affirm the project vision and objectives, acclimate and inspire the Project team and answer open questions.

This activities also should make clear the role of Project Manager and define the roles of the Project Team.

Kick-off

Activity:

- Review project charter
- Review project history and previous phase outputs
- Discussing Planning Phase

Outputs:

- Meeting documentation
- Proposed changes to project documents
- Revised list of project participants

Refine Cost, Scope, Schedule, Quality

Refining CSSQ will help the team define what will be produced and what will not produced.

This task defines standards used to measure acceptance of major deliverables and establishes a baseline cost for the project based on the deliverables, staffing and implementation approach.

Refine Cost, Scope, Schedule, Quality

Activity:

Scope: complete the detailed scope of the project

Schedule: define all activities, durations, dependencies, resources and milestones, including quality assurance activities.

Quality: articulate specific quality assurance activities, review completeness and correctness of plans, ensure requirements traceability, help define standards, prepare for testing and evaluation.

Cost: complete the detailed budget

Refine Cost, Scope, Schedule, Quality

Output:

- Detailed project scope statement
- Detailed project schedule
- Quality management plan
- Detailed project budget

Identify Impacts and Dependencies

The purpose of this task is to promote an understanding of the project within the larger context of the organization.

This task will identify areas of overlap between the project and other activities in the organization, highlight competition for resources, and identify possible impacts on cost, schedule or technical aspects of the project.

Identify Impacts and Dependencies

Activity:

- Assess impact of the project on other projects and organization as a whole.
- Determine project dependencies
- Assess and document constraints and assumptions

Output: List of project dependencies and assumptions

Conduct Risk Assessment

R. A. is conducted to identify areas where the project can get off track. R. A. provides an opportunity to develop action/mitigation strategies.

Activity:

- Evaluate existing risks
- Define response actions for high priority risks

Output: Communication to the team, project sponsor and stakeholders about the risks

Develop and Assemble Project Plan

The Project Plan create the structure for the Execution and Control Phase.

Activity:

- Develop clear criteria for acceptance
- Create process to manage changes
- Conduct organizational impact assessment
- Define transition plan (implementation)
- Validate change control process
- Establish Project baseline

Output: Project Plan

Conclude Planning Phase

Activity:

- Review and revise previous phase documents
- Conduct phase review session
- Document Phase approval
- File copy of plan in the project repository

Output: Project ready for execution and control