Project Management Methodology (M1000B)

Overview

Start (Approved Project) ➔ 1000 Project Definition and Startup ➔ 2000 Project Execution ➔ 3000 Post Project ➔ End Process

Participants

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| • Project Manager  
• Project Director(s)  
• Project Lead(s)  
• Resource Manager(s) | • Project Manager  
• Project Team  
(Director, Leads, and/or SME)  
• Project Lead(s)  
• Resource Manager(s) | • Project Manager  
• Project Team |

Note: To update the Execution Project Manager at any time during this process, submit an Incident to the ITS Service Center.
1100 Define Project

1110 Set up project document repositories
1120 Define project charge
1140 Review PM Approach Document
1150 Create list of project deliverables

A. Approved?

B. Standard PM approach?

C. Approved?

Create Project Plan

- Determine tasks
- Estimate effort and duration
- Determine task order and dependencies

Project Director(s)

Project Lead(s)

Project Manager

Start (Approved Project)

1200 Plan Project

1300 Project Startup
2100 Project Administration

- Conduct project review meetings
  - Project Meeting Agenda
  - Project Meeting Minutes

- Conduct project working team meetings
  - Project Meeting Agenda
  - Project Meeting Minutes

- Maintain Project Plan
  - Project Plan (updated)

- Capture lessons learned
  - Lessons Learned (Lotus Notes)

- Lessons Learned (Lotus Notes)
3000 Post Project

**Project Manager**

3100 Capture final project management information

A. Are final project health checks required?

- Yes
  - 2400 Project Health Checks
  - 3300 Create Project Lessons Learned Summary
  - M191 Project Lessons Learned Feedback
  - M191S Project Lessons Learned Summary

- No
  - M193 Project Closure Executive Summary
  - Closed MS Project Plan
  - Closed PlanView Project Plan

3200 Review/evaluate final Project Lessons Learned

3000: Post Project Checklist

**Project Team**

3300 Create Project Lessons Learned Summary

3400 Hold final project summary meeting

3500 Close contracts (if needed)

3600 Close project plan/schedule

3700 Close out and archive project repositories

Closed MS Plan View

End of Project

**Links:**
- Process Flow Diagram Key
- Overview
- Project Management Approach
- 1000: Project Definition and Startup
- 2000: Project Execution
- 3000: Post Project