

PROJECT MANAGEMENT BASICS

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Initiating

- Capture Project Objective
- High level schedule, scope, and resources
- Start managing stakeholder expectations
- Kick off the Project

Planning PM2.BIZ

- Complete Communication Plan
- ID Project Lifecycle
- Gather Requirements
- Establish CCB
- Release Readiness Checklist
- Risk Management Plan
- Manage Stakeholder Expectations
- WBS, Network Diagram, Schedule
- Optimize and Baseline Schedule
- Commit the Project

Execution

- Standing Team Meetings
- Manage Changes via the CCB
- Update the Schedule
- Monitor and Control Execution Progress
- Review Risks Regularly
- Regular Project Status Updates

Release PM2.BIZ

- Complete the Release Readiness Checklist
- Plan the Release Activities
- Release "Go /No Go" Decision
- Complete the Release Activity
- Formal Release Approval

Closing

- Conduct a Project Retrospective
- Disposition Leftover H/W
- Archive SW and Documentation
- Publish Project Summary
- Obtain agreement that the project work is complete
- Celebrate the project completion
- Recognize the team
- Release resources from the project

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Project Manual For Basic Concepts In Data Processing

United States. Congress. House



Project Manual For Basic Concepts In Data Processing:

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