Project Phases & Associated Artefacts

Ideation	Exploration	Planning	Execution & Ongoing Review	BAU

Phase

Idea / Problem to Solve

Assign small team to explore idea

What capabilities are we uplifting?
Which of the three pillars is this project supporting?
Artefact: StoriesonBoard.com

Understand all stakeholders impacted

Map processes impacted if deeper dive required
Artefact: Visio Process Map

Expected value / benefit

Exec Decision Gateway: Is it worthwhile?

Stop — No

Not yet

Keep idea on backlog to pick up in the future

Idea supports enhances existing project

yes

Be clear on:
- Problem we are trying to solve. Understand business context and requirements
- Scope
- Benefit value
- KPIs/measures of success (Leading and Lagging indicators)

Complete Project Charter

Not a project but a great idea, embed into BAU

Form project team comprising:
A. Workstream Owner (Exec Sponsor)
B. Product Owner who defines what "done" looks like
C. Scrum Master who holds the team accountable to operating rhythm
D. Members who are the "do-ers"

Sprint Plan with deliverables, contributors, due dates
Artefact: proper kanban/workflow tool e.g. meistertask / microsoft planner

Keep updating project plan with new developments

Team do regular standups to keep each other updated on what they have done, what they are working on and what their blockers are

Scrum Master responsible for removing blockers – includes escalation where required

Fortnightly Sprint Review with Project team and Exec Sponsor
* Discuss what is/isn't going well
* Decide on goals for next Sprint
* Decide on who will produce what content for monthly PIP meeting. Content should be impact reporting – what has been achieved or what is expected to be achieved

Completed projects

Embedded in BAU

Monthly project meetings
* Report on all projects in all phases
* Highlight reel from projects in execution phase
* Discussion on direction of Program of Projects
* Decide on whether completed projects are done and embedded in BAU