Project Life Cycle

1. Initiating

Meet with the project sponsor.
Gather the project details
required for the Planning phase.

2. Planning

Foundation for a successful project.
Use the Planning Checklist.

3. Executing

Perform the project charter tasks.
Create the deliverable.

4. Monitoring and Control

Use **Key Performance Indicators**.
Follow **Change Request Guidelines**.

5. Closing

Deliverable completed and provided to the client.
Documentation signed, approved, and archived.

Project Sponsor Meeting Checklist

Steering Committee

Reason for doing project

Expectations

Timelines

Key Stakeholders

Team Members

Other specific details you need to know

Planning Checklist

Statement of Work

Project Charter

Project Management Triangle

Work Breakdown Structure

Team Members

Kick-Off Meeting Agenda and Packet

Statement of Work

Deliverables

Goals

Objectives

Exclusions

Work Breakdown Structure

Assumptions

Constraints

Project Charter

Define the Project

Budget Estimation

Identify the Stakeholders
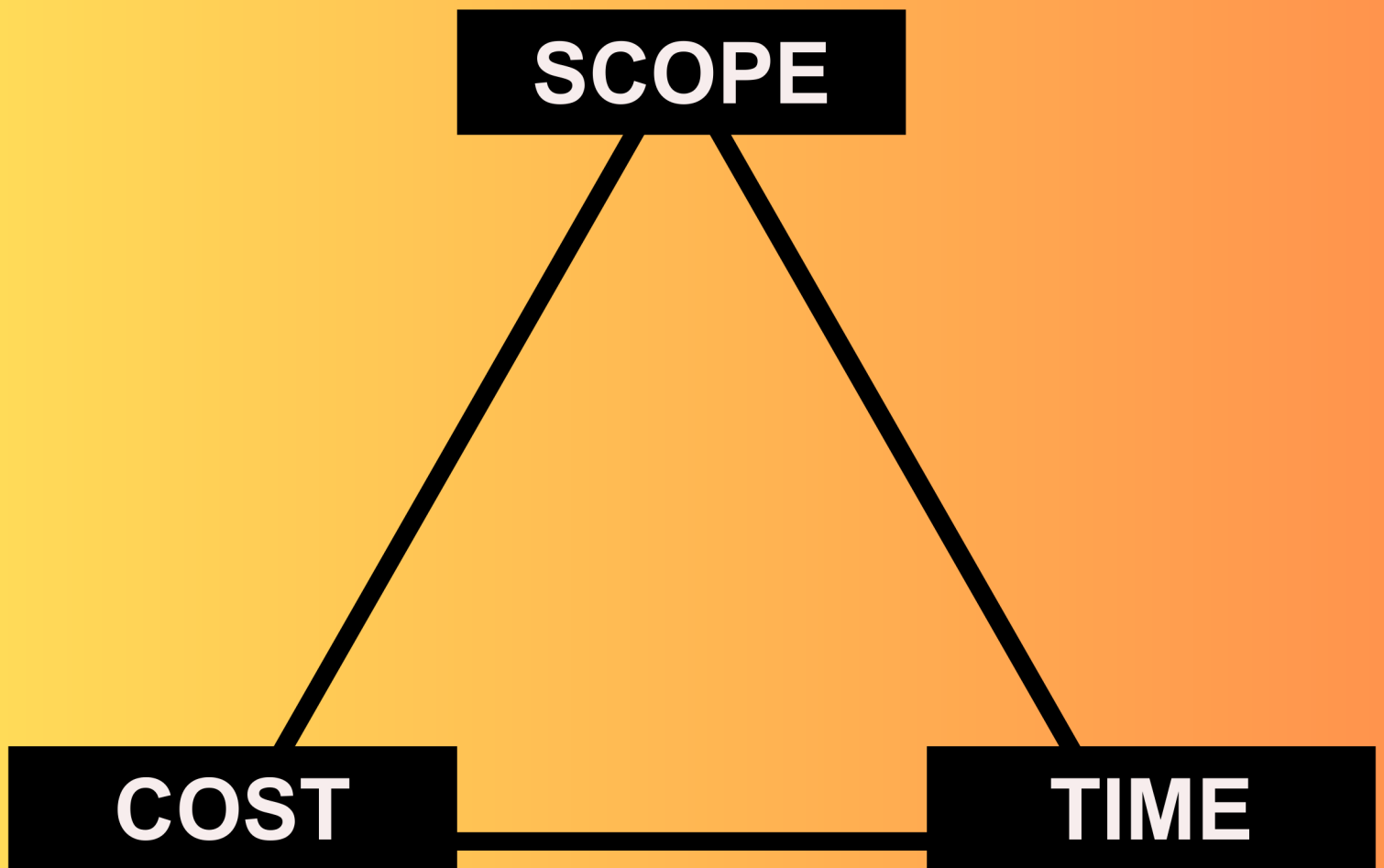
Assign Roles and Responsibilities

Project Management Triangle
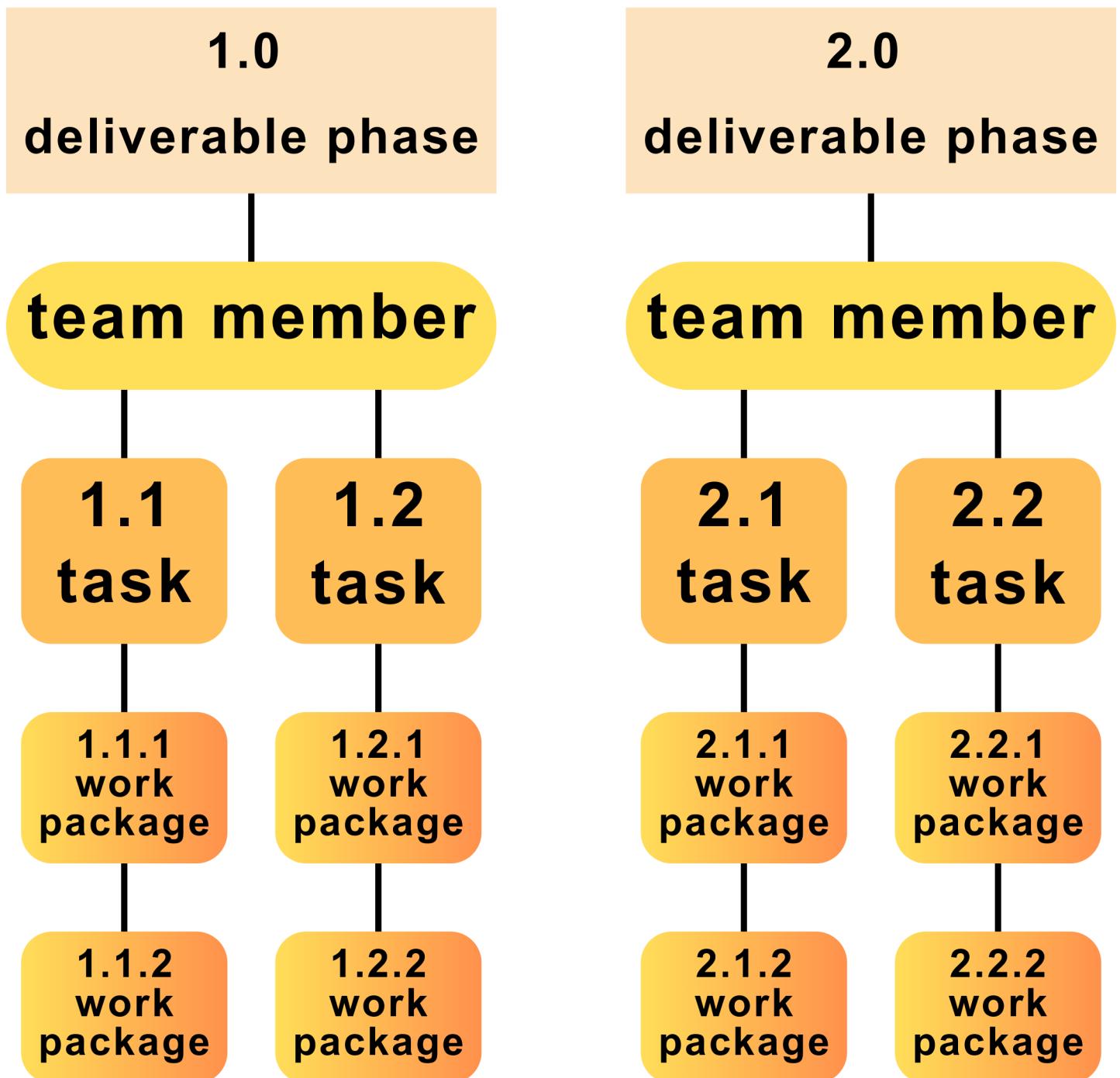
Project Risks

Change Request Guidelines

Project Approval

Project Management Triangle

SCOPE

COST

TIME

Work Breakdown Structure

P R O J E C T   N A M E

1.0 deliverable phase	2.0 deliverable phase

team member | **team member**

1.1 task	1.2 task	2.1 task	2.2 task

1.1.1 work package	1.2.1 work package	2.1.1 work package	2.2.1 work package

1.1.2 work package	1.2.2 work package	2.1.2 work package	2.2.2 work package

WORK BREAKDOWN STRUCTURE DICTIONARY

1.0 Deliverable Phase Name	Details	Assigned To	Start Date	End Date
1.1 Task Item	Details	Team Member	Start Date	End Date
1.1.1 Work Package	Details	Team Member	Start Date	End Date
1.1.2 Work Package	Details	Team Member	Start Date	End Date
1.2 Task Item	Details	Team Member	Start Date	End Date
1.2.1 Work Package	Details	Team Member	Start Date	End Date
1.2.2 Work Package	Details	Team Member	Start Date	End Date

Baseline Chart Example

●	Task 1
●	Task 2
●	Task 3

$10,000
$6,000
$14,000
$15,000
$14,000
$11,000
$16,000
$24,000
$10,000
$28,000
$20.000
$12,000

30
20
10
0

Jan   Feb   Mar   Apr

Baseline Chart Example

Jan $10,000 $14,000 $6,000
Feb $15,000 $14,000 $11,000
Mar $24,000 $16,000 $10,000
Apr $28,000 $20.000 $12,000

●	Task 1
●	Task 2
●	Task 3

0   10   20   30

GANTT CHART GRAPH

TASKS	JULY AUGUST SEPTEMBER

TASK 1	■	■	■										
TASK 2			■	■	■	■							
TASK 3						■	■	■					
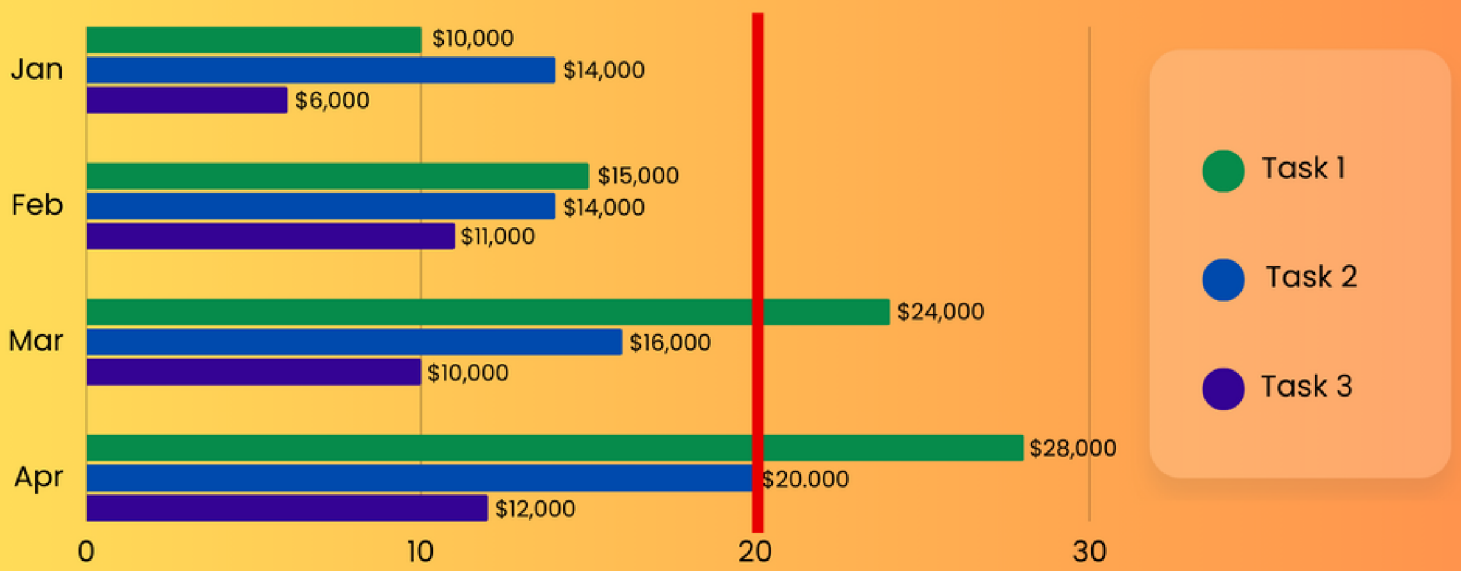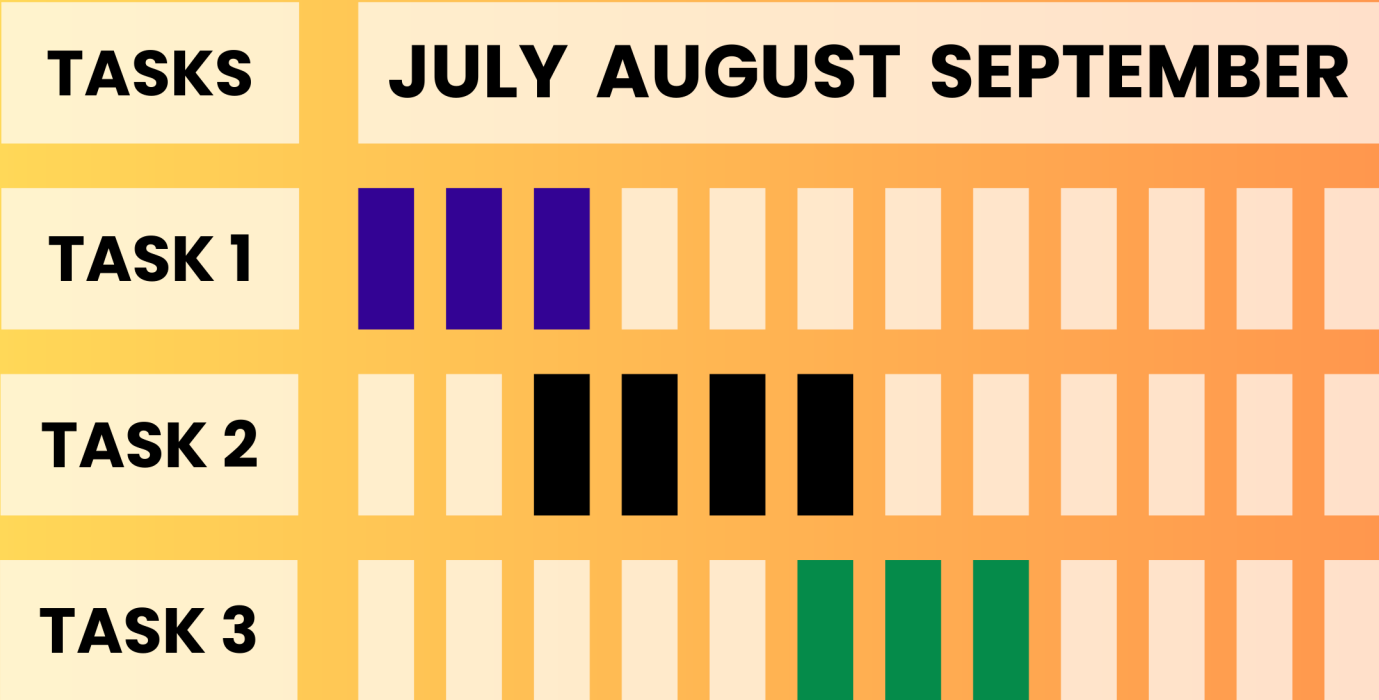
Project Management Key Terms

Assumptions: Mutual expectations on which both parties agree so the work can be performed.

Baselines: Starting points determined by the Project Management Triangle.

Change Request Guidelines: A set of guidelines for formal request changes to minimize scope creep.

Constraints: Determine the limitations on what you can do. The six constraints are scope, cost, time, quality, risks, and resources.

Deliverable: Product, service, or result

Exclusions: Boundaries for tasks, items, and actions that will not be included as part of the deliverable.

Gantt chart: A bar chart used to monitor the project's progress.

Goals: Statements that explain the outcomes of the project.

In-Scope: Means a task, objective, cost, or deadline is part of the scope statement that leads to a final deliverable.

Key Performance Indicators (KPIs): Tools used to measure the goals to the performance targets. These include the Work Breakdown Structure, Project Scope, baselines, and a Gantt chart.

Kick-off Meeting: Transitions the project from the Planning phase to the Executing phase. The participants – the Steering Committee, Project Sponsors, Project Manager, and all team members – will review in detail the kick-off meeting packet items.

Living document: A document that is continuously edited and updated.

Objectives: Measurable actions to achieve the goals.

Out-of-Scope: Also referred to as scope creep. Refers to adding unauthorized additional components.

Project Management Key Terms

Project Charter: A live document that contains the project expectations and guidelines.

Project Management Triangle: Also referred to as the triple constraints or iron triangle. It consists of the scope, cost, and time.

Project Management: Applies to anyone responsible for an activity, product, or service with an end date.

Project Scope: A live document that serves as the project roadmap and focuses on the project's specific tasks which are connected to the goals.

Project Sponsors: A member or members of senior management with a high level of influence and authority (e.g., Managers, Directors, Vice-Presidents, and C-level executives).

Project: consists of three components – A start date, an end date, and objectives and tasks that lead to a final deliverable.

Scope creep: *see Out-of-Scope*

Stakeholders: Internal and external people with an interest in the project's outcomes.

Statement of Work: Outlines the elements of the project scope.

Steering Committee: An advisory board composed of experts, authority figures, and senior stakeholders.

Team Members: The people who directly contribute to the project.

Work Breakdown Structure (WBS): A visual tool designed to breakdown the project into multiple sections. Each section is separated into smaller components until you have a collection of work packages.

Work Breakdown Structure Dictionary: A detailed document that outlines each task for the WBS.

Work packages: The smallest unit of work a project can be broken down into when creating your WBS.