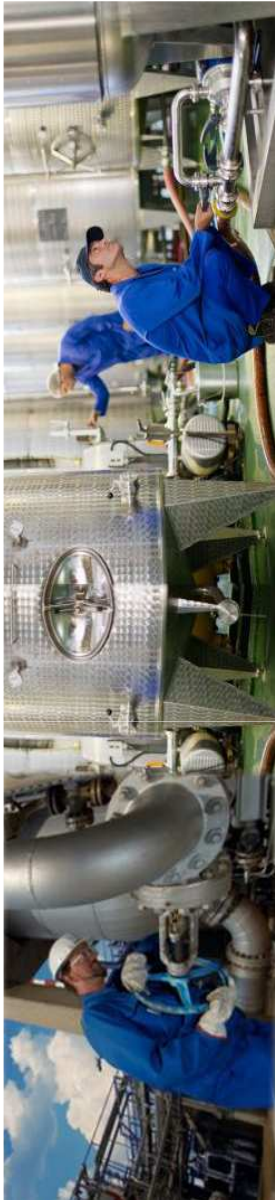


Project Management Life Cycle



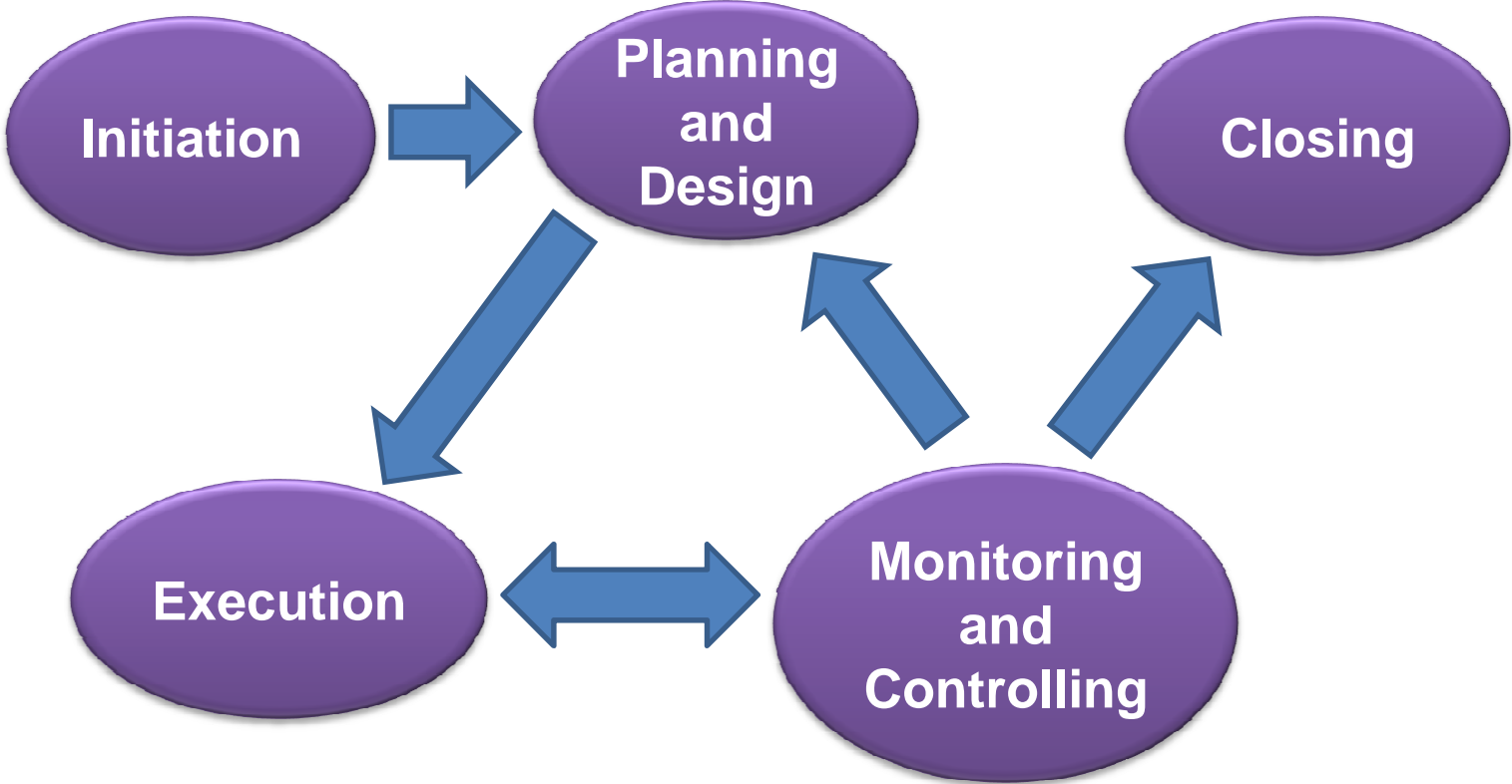
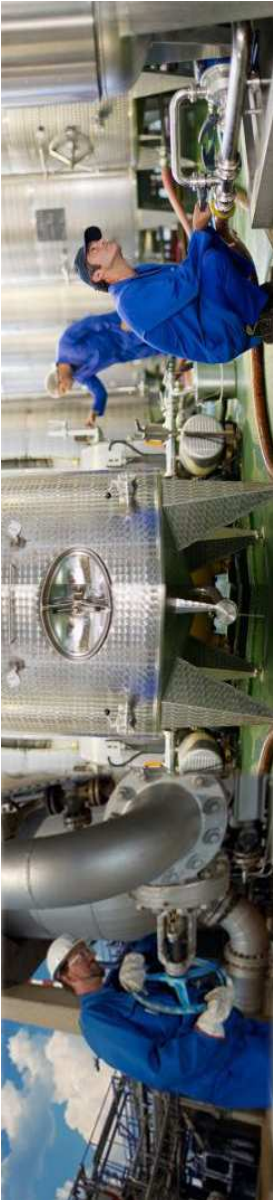
Definition Of A Project



- Project is the collection of activities, that are related or connected, for developing a product or a service,
- Projects have always start and end times.
- Projects have always a customer who uses the results.

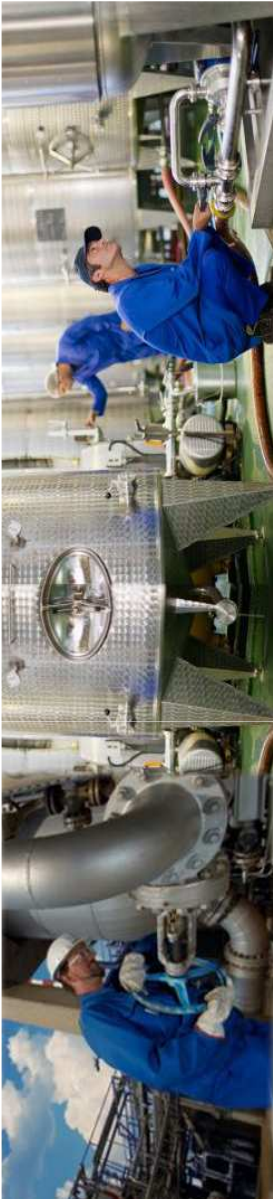
(A project consists of a temporary endeavor undertaken to create a unique product, service or result)

Five Steps In PM Life Cycle



I - Initiating (1 of 3)

- a. Develop A Business case
- b. Undertake a Feasibility Study
- c. Establish Terms Of Reference
- d. Appoint The Project Team
- e. Setup A Project Office
- f. Perform Stage Gate



I - Initiating (2 of 3)

a. Develop A Business case

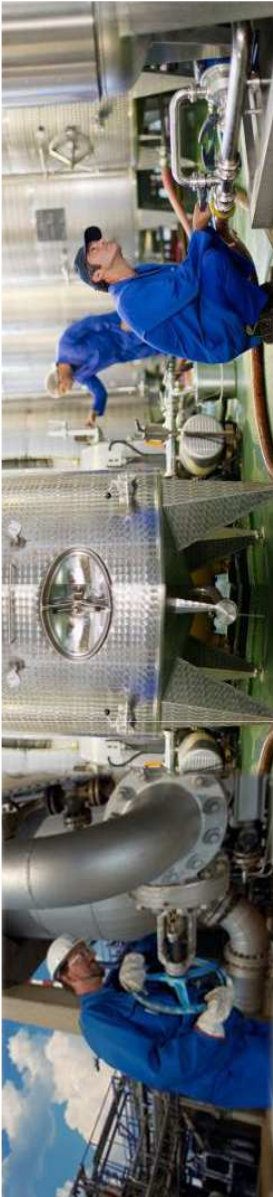
- Identify a business problem or opportunity
- Approve Business Case
- Required Funding is allocated

b. Undertake a Feasibility Study

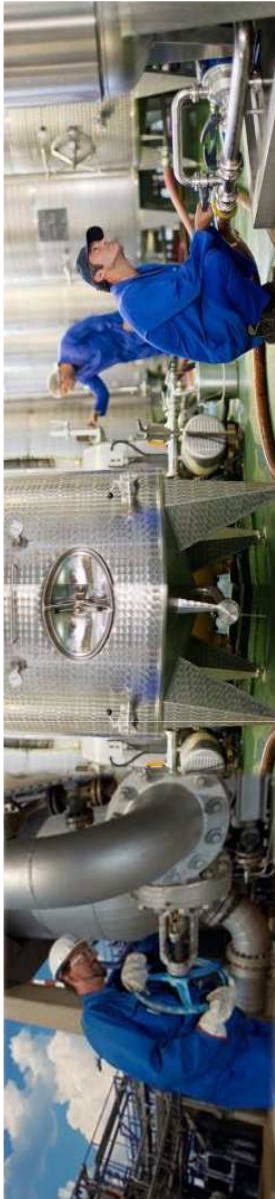
- Assess the likelihood of each alternate solution
- Carry out Estimation
- Risk is acceptable

c. Establish Terms of Reference

- Scope of Deliverables
- Organisation Structure
- Resources and Funding Required to undertake the project



I - Initiating (3 of 3)



d. Appoint a Project Team

- Appoint the Project Manager
- Define each role in Project Team
- Recruit People into each Role

e. Set up a project office

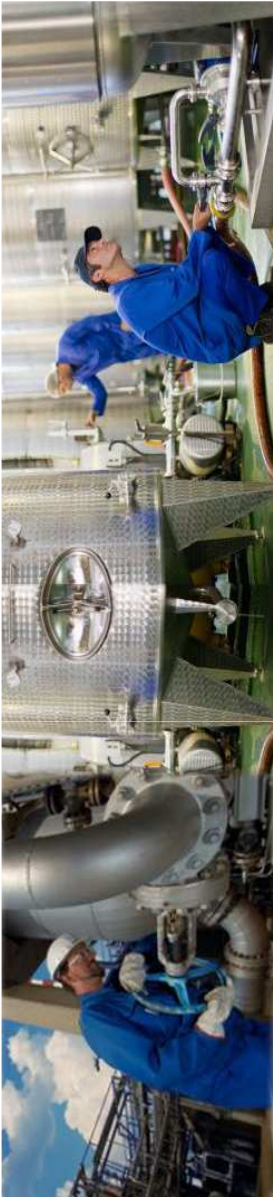
- Central office / Virtual Office
- Communication Infrastructure
- IT Infrastructure and Softwares

f. Perform a phase review

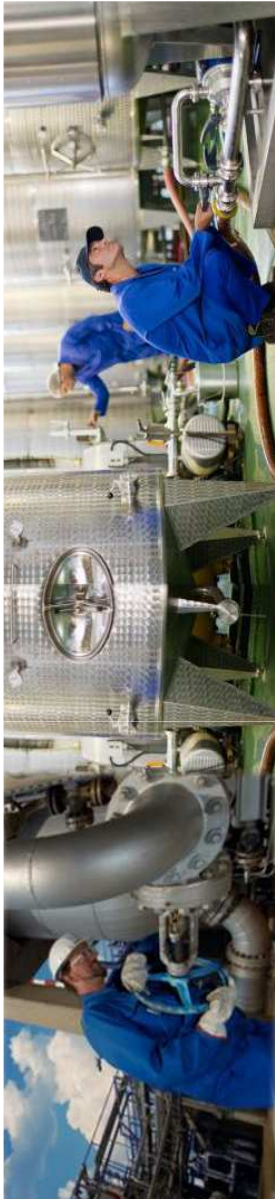
- Checkpoint to ensure that the project has achieved its objectives as planned

II - Planning (1 of 4)

- a. Project Plan
- b. Resource Plan
- c. Financial Plan
- d. Risk Plan
- e. Quality Plan
- f. Acceptance Plan
- g. Communication Plan
- h. Contract and Supplier
- i. Perform Phase Review



II - Planning (2 of 4)



a. Project Plan

- Work Break Down Structure / activities and Sequence
- Resources
- Baseline is created for monitoring purpose

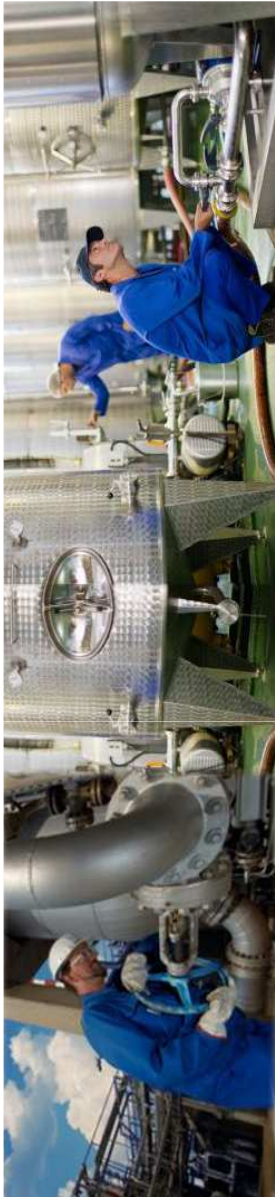
b. Resource Plan

- Labour, Equipment, Material and Money
- Roles Responsibilities and skill sets
- Items and quantities of material resource required

c. Financial Plan

- Total Budget required to undertake each phase
- To measure Budget v/s Actual
- Cash Flow

II - Planning (3 of 4)



d. Risk Plan

- Document all foreseeable project Risks
- Action required to reduce the impact
- Mitigate risk prior to entering the execution phase

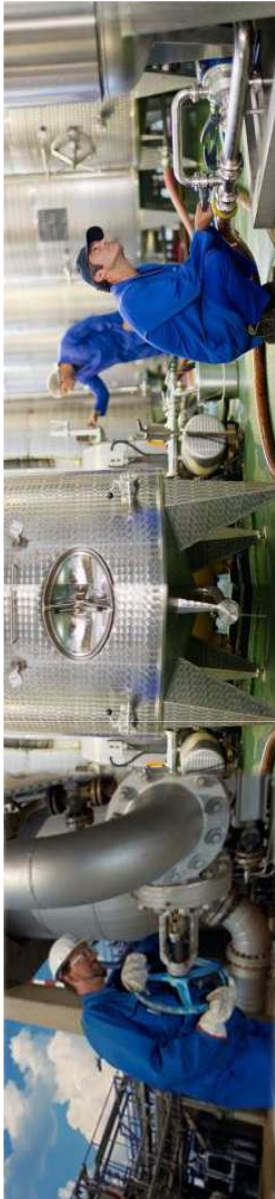
e. Quality Plan

- Quality targets for each deliverables
- Quality Assurance Plan (Plan activities to assure the quality targets will be met)
- Quality Control Plan (Techniques used to control quality)

f. Acceptance Plan

- Clarifying the completion criteria for each deliverables
- Deliverables meets the requirements as originally stated

II - Planning (4 of 4)



g. Communication Plan

- Type of information to be distributed to the stakeholders
- Methods and Frequency of distributing the information
- Responsibilities of each person distributing the information

h. Contract and Suppliers Plan

- Description of products to be acquired from suppliers
- Select the preferred supplier
- Ordering and delivery of the product
- Quality Control Plan (Techniques used to control quality)

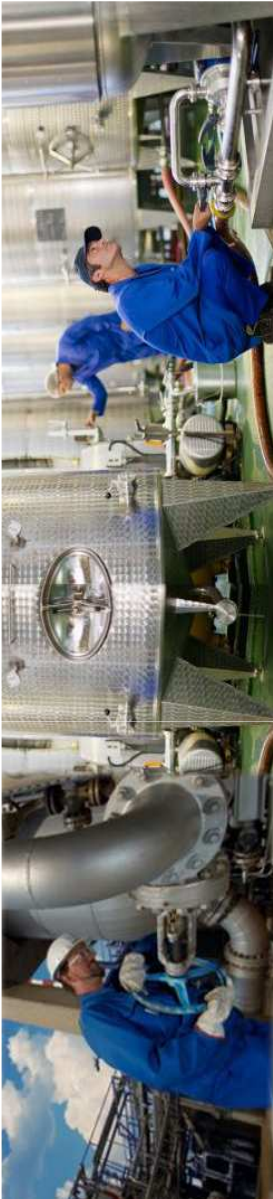
i. Perform Phase Review

- Checkpoint to ensure that the project has achieved its objectives as planned

III - Execution (1 of 1)

a. Build Deliverables

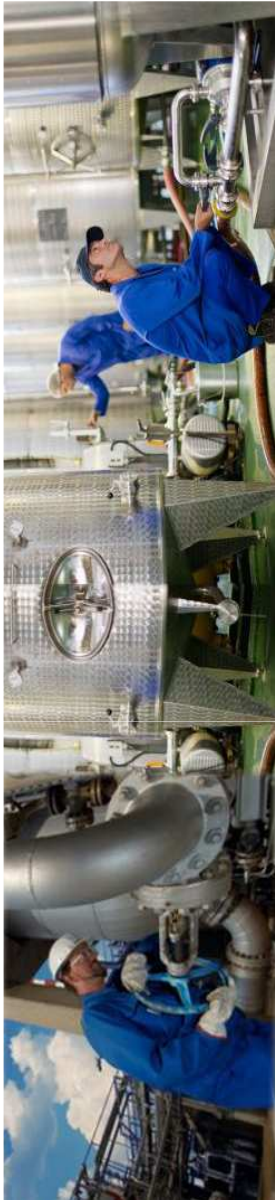
- The longest phase of the project
- Physically Constructing each deliverables
- Ensure that the quality of the final deliverables meets the acceptance criteria set by the customer
- Deliverables are physically constructed and presented to the customer for acceptance



IV - Monitoring and Controlling (1 of 4)

- a. Time Management
- b. Cost Management
- c. Quality Management
- d. Change Management
- e. Risk Management
- f. Issue Management
- g. Procurement Management
- h. Acceptance Management
- i. Communication Management





IV - Monitoring and Controlling (2 of 4)

a. Time Management

- Recording and Controlling time spent by staff
- Recording and Controlling time spent to complete each activity
- Crashing of Project

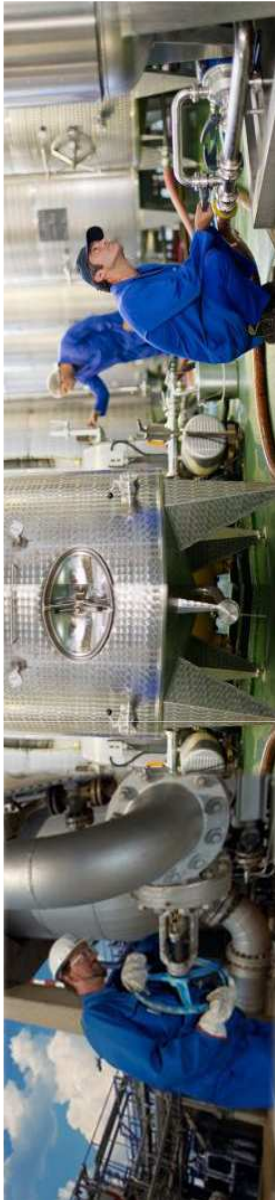
b. Cost Management

- Costs incurred on the project are formally identified, approved and paid
- Actual Labour, Equipment, Material cost tracked against the budget.
- Forecast to completion monitored

c. Quality Management

- Quality is assured and controlled for the Project by using Quality assurance and Quality Control Technique
- Quality is recorded in the Inspection Form

IV - Monitoring and Controlling (3 of 4)



d. Change Management

- Change in Project Scope, Deliverables, Timescale or Resources are formally requested, evaluated and approved before implementation.
- Change request form is completed
- Change Register is Maintained

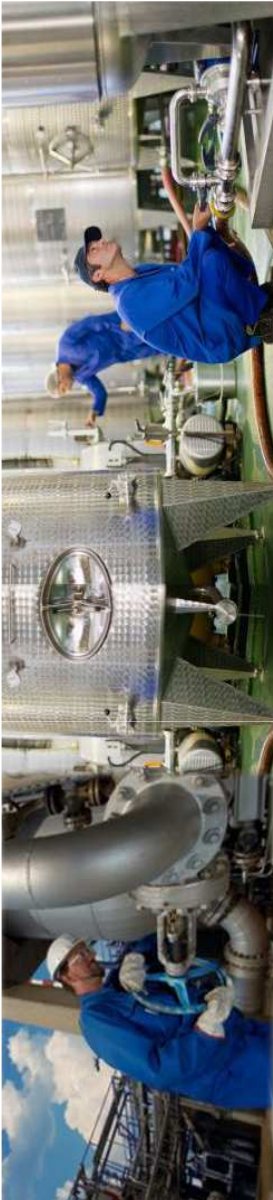
e. Risk Management

- Risk to the project are formally identified, quantified and managed
- Risk form is used to record the relevant risk
- Risk Register is Maintained

f. Issue Management

- Issues currently affecting the ability of the project to produce the required deliverables are managed.
- Issue form is used to record the relevant Issues
- Issue Register is Maintained with a set of actions undertaken
- Issues status is given (Open, Closed or On Hold)

IV - Monitoring and Controlling (4 of 4)



g. Procurement Management

- Sourcing Products from external suppliers
- Purchase Orders are used to Purchase Products
- Procurement Register is maintained

h. Acceptance Management

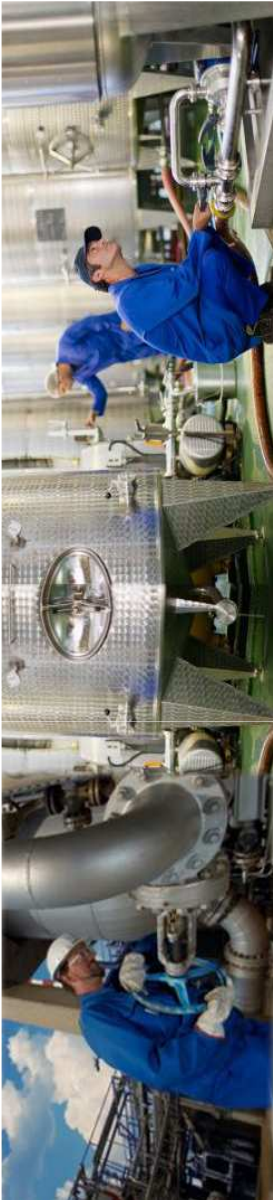
- Gaining customers acceptance for deliverables produced
- Acceptance Forms are used to get signoff from customer
- Acceptance Forms Register is maintained

i. Communication Management

- Project Status Reports is used to report progress, constraints, issues etc.
- Correspondence Sent and Received
- Minutes of Meetings, Records of discussion, E-Mails are captured in a communication register

V - Closure (1 of 3)

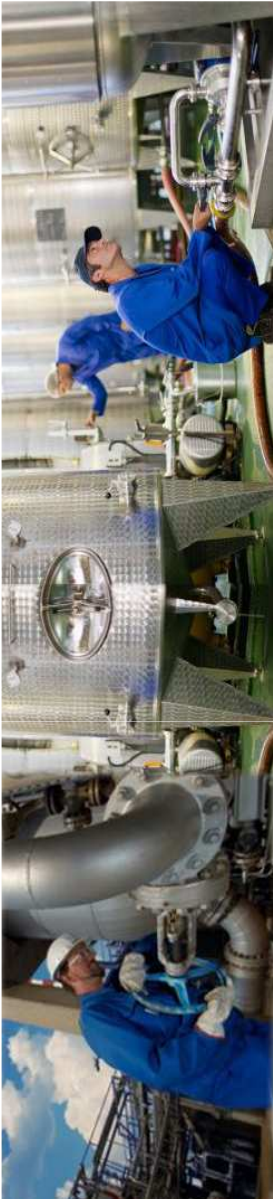
- a. Perform Project Closure
- b. Review Project Completion



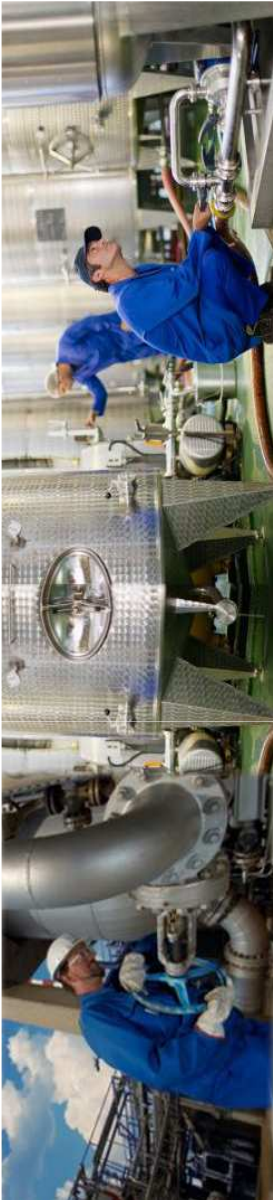
V - Closure (2 of 3)

a. Perform Project Closure

- Winding of the Project
- Identifying any outstanding Project Activities, Risk and Issues
- Handing over all project deliverables and documentation to the customers
- Releasing Project Resources to business
- Communicating the closure of the project to all the stakeholders
- A Project Closure report is documented and submitted to the customer or Project Sponsor for approval
- Lessons Learnt



V - Closure (3 of 3)



b. Review Project Completion

- Did it result in the benefits defined in the business Case?
- Did it achieve the Objective?
- Did the deliverables meet the criteria defined in the Quality plan?
- Was it delivered within the Schedule outlined in the Project Plan?
- Was it delivered within the Budget outlined in the Financial Plan?

Project Phases and The Project Life Cycle

