

# Project Activities identified by Process Group

## Initiating Process

- [I1] Conduct project selection methods to evaluate the feasibility of new products or services
- [I2] Identify key stakeholders and perform analysis to gain buy-in and requirements for the success of the project.
- [I3] Define the scope of the project based on the organization need to meet the customer project expectations.
- [I4] Develop the project charter and review it with key stakeholders to confirm project scope, risks, issues, assumptions and constraints as well as obtain project charter approval from the project sponsor.
- [I5] Identify and document high level risks, assumptions and constraints using historical data and expert judgment.

## Planning Process

- [P1] Identify key project team members and define roles and responsibilities to create a project organization structure to develop a communication plan.
- [P2] Create the work breakdown structure with the team to develop the cost, schedule, resource, quality and procurement plans.
- [P3] Identify project risks to define risk strategies and develop the risk management plan.
- [P4] Obtain project plan approval from the customer and conduct a kick off meeting with all key stakeholders.
- [P5] Define and record detail project requirements, constraints and assumptions with the stakeholders to establish the project deliverables.
- [P6] Develop the change management plan to define how changes will be handled to manage the triple constraints.

## Executing Process

- [E1] Manage proactively the resource allocation by ensuring that appropriate resources and tools are assigned to the tasks according to the project plan.
- [E2] Execute the tasks defined in the project plan in order to achieve the project goals.
- [E3] Ensure a common understanding and set expectations through communication to align the stakeholders and team members.
- [E4] Improve team performance by building team cohesiveness, leading, mentoring, training, and motivating in order to facilitate cooperation, ensure project efficiency and boost morale.
- [E5] Implement a quality management plan to ensure that work is being performed according to required quality standards.
- [E6] Implement approved changes according to the Change Management Plan.  
Obtain project resources in accordance with a procurement plan.
- [E7] Implement the approved actions and workarounds required to minimize the impact of project risks.

## Monitoring and Controlling Process

- [M1] Measure project performance using appropriate tools and techniques.
- [M2] Verify and manage changes to the project scope, project schedule and project costs as defined in the change management plan.
- [M3] Monitor the status of all identified risks, identify any new risks, take corrective actions and update the risk response plan.
- [M4] Ensure the project deliverables conform to quality standards established in the project quality plan.

## Closing Process

- [C1] Formalize and obtain final acceptance for the project.
- [C2] Identify, document and communicate lessons learned.
- [C3] Archive and retain project records, historical information and documents (e.g., project schedule, project plan, lessons learned, surveys, risk and issues logs, etc.) in order to retain organizational knowledge, comply with statutory requirements, and ensure availability of data for potential use in future projects and internal/external audits.
- [C4] Obtain financial, legal and administrative project closure (e.g., final payments, warranties, contract signoff).
- [C5] Release all project resources and provide performance feedback.
- [C6] Create and distribute final project report.
- [C7] Measure customer satisfaction at the end of the project.