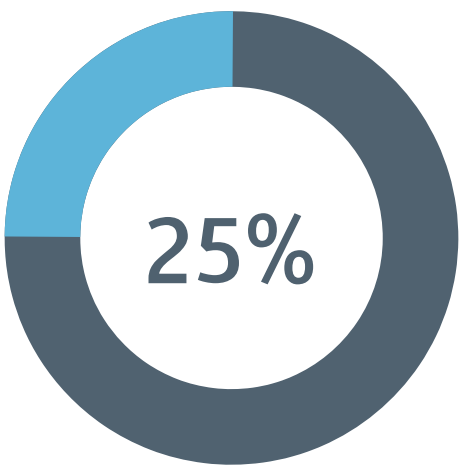


5 PHASES OF ACTIVITY

Level of Activity over Time

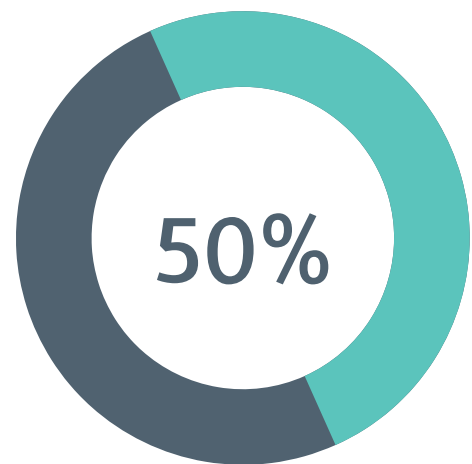


Projects follow broadly speaking 5 phases of activity. The diagram shows how much effort is required at each phase.



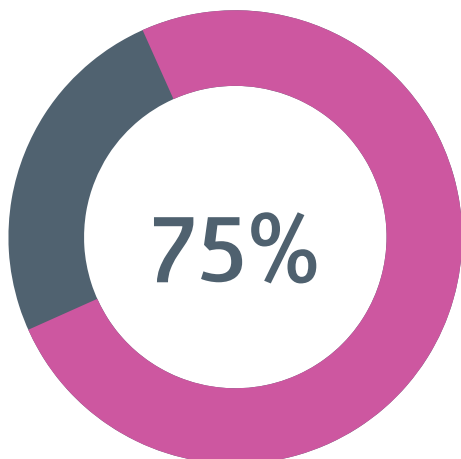
Initiating Process

Scope of work(s) / proposal accepted
Sign off from the business/ Signed contract



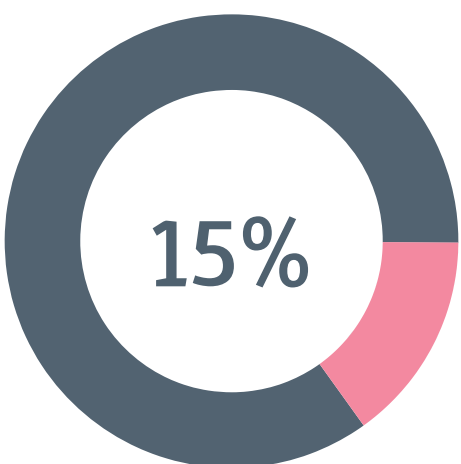
Planning Process

Project workgroup
Identification of and sign off for business resources to participate.
Goals and specific outputs (like reports) determines estimates of time and resources.



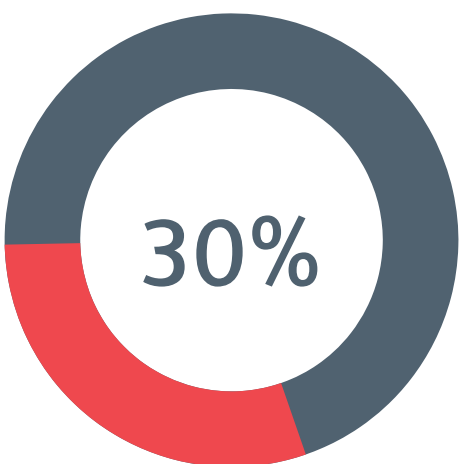
Executing Process

Execution & management of the project plan
Delivery of the project
Regular and relevant update reports to sponsor



Controlling Process

Project Plan
High level milestones, resources and dependencies are identified
Conflicts are identified and re-planning takes place



Closing Process

Acceptance that the project is complete
Lessons learned
Sign off from the end users

How distinct these phases are, how formal the processes for sign off are depends on the size and culture of your business.