

# Steps to Launch a Project

## ▪ **Understand Objectives, Solution and Approach**

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- Collect and review Project Charter
- Review contract SOW, DOUs and/or business cases
- Understand customer expectations and identify client stakeholders
- Review deliverables and work products with team and then with customer

## ▪ **Shape project**

- Facilitate validation of solution
- Develop metrics for monitoring
- Sign contracts
- Document deliverables and work products
- Setup steering committee and quality checkpoints

## ▪ **Establish PM procedures and Control Books**

- Determine , customize and enforce processes, forms and templates
- Setup communications plans for all stakeholders
- Establish financial control book

## ▪ **Establish project staffing**

- Develop Human Resource Plan and Staff Schedule

# Steps to Launch a Project

## ▪ **Build Workplans**

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- Build WBS to track progress at task level
- Insure milestones for all key activities, and contract and technical solution are accounted for
- Develop reports for comparing actuals to planned

## ▪ **Conduct Risk Evaluation**

- Develop mitigation plans and contingencies
- Establish a reserve fund
- Document known risks and process

## ▪ **Build Supplier Agreements**

- Select contractors and complete contract signing
- Establish time reporting and financial procedures
- Establish guidelines for monitoring subs progress

## ▪ **Finalize Workplan and Procedures**

- Task assignments, Baseline hours estimates, Start and end dates, Milestones, Key dependencies
- Finalize PM procedures and tools

## ▪ **Project Kickoff Meeting**

- Team and Customer

## ▪ **Initial Status Reporting**

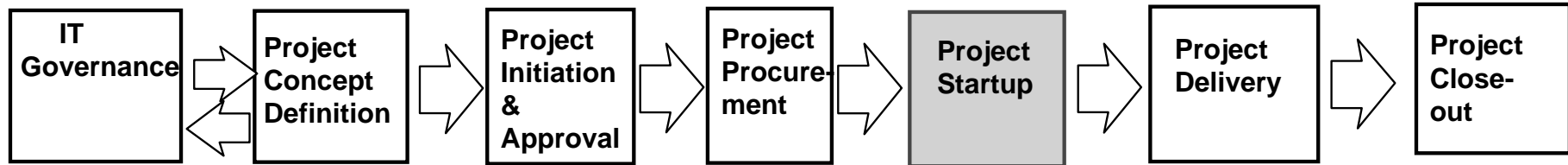
- Establish procedures and formats
- Implement top sheet status reporting to management

# Factors that impact a Project Launch

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- External or internal project
- Funding
- Duration
- Multinational
- Fixed price or Time & Materials
- Is there a fixed launch or completion date?
- First implementation of a new technology
- Complexity
- Dependencies on other resources or projects
- Is this part of a larger program?
- Is there a Project Management Office and what is its role?

# Steps to Launch a Project



## Activities:

- Prioritize IT Projects
- Approve Projects

## Activities:

- Develop hi-level business & technical Requirements
- Perform business process modeling
- Perform Feasibility Study
- Define recommended solution
- Prepare estimate (planning estimate)
- Develop Project Management Plan including Project Plan hi- level scope, milestone schedule, risk assessment
- Develop Procurement documents

## Activities:

- Secure resources
- Validate Project definition, Project Plan, estimates
- Develop detailed plan for current phase
- Hold Kickoff meeting
- Setup Project Mgmt Information System (Project Control Book)
- Develop detailed plan for next phase