
**Initiation**
- Idea
- Management or Priority Group
- Project Charter (Proposal)
- Initialization Meeting
- Resource Allocation & Scheduling
- Business Requirements (Level 1)
  - Security Requirements
  - Hi-level Estimate (Level 1)
  - Communication Plan (Level 1)
- Analyze, Discuss, Prepare
- Approval

**Prioritization**
- Priority Committee(s) or Internal Prioritization
- Team Meetings
- Move Forward = Yes

**Planning**
- Planning KickOff
- Team Meetings
- Analyze, Discuss, Prepare
- Requirements (Level 2)
  - Security Requirements
  - Communication Plan (Level 2)
  - Work Plan / Schedule
  - Above, plus
  - Activity Diagram
  - Work Breakdown Structure
  - Testing Plan
  - Training Plan
  - Cost Estimates, if applicable
  - Above, plus
  - RFI, RFO, RFQ, if applicable
  - Vendor SOW/Contract
  - Risk Planning
  - Change Management Plan

**Execution & Control**
- Update Tasks with Actual Hours
- Monitor Progress
- Update Documentation, as required
- Ensure Timely Completion of Deliverables
- Update Project Work Plan with Task updates/approvals
- Monitor/Resolve Issues/Risks
- Updates to Sponsors & other Stakeholders

**Closure**
- Team Meetings, Users, Technical, Sponsors
- Close-Out Report