

Project Management Process Groups

1. Initiating: The goal for this phase is to define the project.

- ☐ Select Project Type (Mobile – Android/iOS, Skill – Alexa, Google Action, Website, Other)
- ☐ Gather Generic Requirements from Client
- ☐ Analyze Requirements and share it with client to receive feedback (repeat until obtaining validation from client that requirements satisfy aims and objectives)
- ☐ Draft Proposal
- ☐ Proposal Acceptance (email, signed documents)
- ☐ Create Project on Basecamp/Trello
- ☐ Create Detailed Requirements Document (*refine until Client provides approval that requirements satisfy aims, goals and objectives*)
- ☐ Obtain Written Confirmation for Requirements from Client (*signed document*)

2. Planning: This phase includes developing a roadmap for everyone to follow.

- ☐ Define Project Team (Client Rep, Project Sponsor, Internal (QA, PM, Developers)
- ☐ Define Project Variables:

- a) Define Project Physical and Logical Architecture (Design (OO, Non OO), Technology, Components (back, middle, front), Database, Integration)
- b) Create Project Environments (Local, Development, Production)
- ☐ Create Work Breakdown Structure (WBS)
 - c) Written Acceptance of WBS (Internal)
 - d) Estimate Level of Effort for WBS
- ☐ Create Gantt Chart
- ☐ Set Weekly Progress Meetings (to include Client Rep)
- ☐ Create Testing Plan Agreement
- ☐ Project Kickoff Meeting

3. Executing & Monitoring: At this stage, the project team is built and deliverables are created. Project managers will monitor and measure project performance to ensure it stays on track.

- ☐ Project Development Starts
- ☐ Monitor & Control work and resources
- ☐ Maintain regular communication with stakeholders (*Define Communication medium & intervals*)
- ☐ Evaluate Change Requests (*Once a project has started, we will try to not accept changes, we will need to explain the customer why we can't and the implications of the changes (in Delivery date and cost). Recommend for next version. If the customer insists, we will need to have a written acceptance of new conditions (Basecamp, email, agreement, etc...)*)

☐ Start Test Phase

- a) Release Alpha Testing (internal)
- b) Release Beta Testing (external)

☐ Code Release:

- c) Mobile Apps **MUST NOT** be published to the App Store until payments have been reviewed and approved by the Project Sponsor.
- d) Developed code (dev and prod) **MUST NOT** be shared on client server environment until payments have been reviewed and approved by the Project Sponsor.
- e) Final versions of code **MUST NOT** be shared with clients until payments have been reviewed and approved by the Project Sponsor.

4. Closing: The project is completed, and transferred to another team who will maintain it.

☐ Lessons Learned

☐ Project Review

☐ Project Closure
