

PM MILSTONES

Organization Phase

Planning Phase

Implementation Phase

Completion Phase

1 Describe your project; what is it about?

- Set goals and actionable objectives
- Define the project **SCOPE**
- Provide a definition of **"DONE"**
- Make assumptions
- Identify Constraints

2 Does the project meet requirements?

- Budget constraints
- Risk Assessment
- Business strategies and goal alignment

3 Who will determine project success?

- Identify project stakeholders
- Engage project stakeholders to identify project metrics and success criteria

4 How will the project be delivered?

- Draft a project plan
- Create a task list
- Identify and assign resources
- Develop timeline and milestones

5 Get to work on your project

- Work your project plan
- Lead your project and team
- Support your project and team
- Complete project work within scope, time, and budget

6 Problems happen, so prepare for them

- Monitor project closely for risks
- Provide effective status updates
- Develop a method to monitor your project at all times
- Identify **BIG** project **LEVERS** and manage them

7 Close project in an orderly fashion

- Perform a project handoff
- Handover project deliverables
- Complete and handover documents
- Debrief and consider lessons learned

