

| | PRE-START | SCOPE | TIME | COST | QUALITY | HR | STAKEHOLDERS | COMMUNICATIONS | RISK | PROCUREMENT | INTEGRATION |
|---------------------------------|---|--|--|---|--|---|--|---|---|---|--|
| Initiation | Project Charter Business Case Feasibility Study | | | | | | | | | | Project Charter |
| Planning | Governance | Scope WBS Benefits Realisation Plan Volere User Cases User Stories Unified Modeling Language (UML) | Time Management Plan Gantt Chart Milestone Table | Project Cost Management Plan Budget - Time Phased Estimates RFQs | Project Quality Management Plan Check Lists Run Charts Quality Control Log Quality Assurance Log Benefits Realisation Plan Test Plans Audits Surveys Configuration Management Plan | HR Project Management Plan Skills Matrix Position/Job Descriptions Training Plan Project/Organisational Chart Roles & Responsibilities RACI Chart Responsibility Assignment Matrix Resource Calendar Inductions WBS Competency needs analysis Resource management plan Project organisational structure Governance structure Stakeholder analysis Project start up meetings/workshops | Stakeholder Management Stakeholder Analysis Stakeholder Register | Project Communications Plan Stakeholder meeting/s: (minutes, c Project Manager authorisation Communications matrix/register Evidence of development of comm File Directory Structure | Project Risk Management Plan Risk Register SWOT Risk Breakdown Structure PESTLE CORP | Project Procurement Management Plan RFQ RFT EOI Contract documentation Purchasing Guidelines/Policy/Procedures | Integration Management Plan Policies Procedures Flow Charts BPMN Project Management Plan |
| Execution | | | | | | Training and development plan Performance management reports Team meetings Project conflict resolution process | | Kick-Off Meeting Stand-up Meetings Media Releases Toolbox Meetings Meetings - Agenda/Minutes Emails | Escalation Policies/Procedures | Requisitions Purchase Orders Purchasing Guidelines/Policy/Procedures Financial Delegations Policy | |
| Monitoring & Control | Project Register | Change Request Change Request Register Benefits Realisation Plan | Gantt Chart Milestone Table Progress/Variance Report Notice of Delay (NOD) Extension of Time (EOT) Earned Value Analysis S Curve | Budget - Time Phased Earned Value Analysis S Curve | Run Charts Check Lists Test Results User Acceptance Testing Surveys Peer Reviews Benefits Realisation Plan Non-Conformance Reports Lessons Learnt Audits Configuration Management Plan | RACI Chart Performance Evaluation Exit Interview Timesheets Attendance records Individual performance reports Project status reports Project evaluation reports Post implementation reviews Lessons learned | Stakeholder Meeting(s) | Project Status Reports RACI Chart Agenda Minutes Budget Reports Audit Reports Hand-over Certificates Project Debriefs Lessons Learnt Style & File naming guide | Issues Log Risk Register Exemption Reports Contingency plans Meeting - Agenda/Minutes Emails | Checklists Control Charts Purchasing Guidelines/Policy/Procedures | Project Status Report Dashboard Report(s) |
| Close | | | | Financial Audit Acquittals Reconciliations | Post Project Evaluation Report Lessons Learnt Benefits Realisation Plan End Project Report | | | Audits Handover Certificates Project Debrief Lessons Learnt Post Project Evaluation Report End Project Report | | | Contract Payments Bank Guarantees Practical Completion Certificates Warranties As-Constructed Drawings Certificate of Occupancies Parts Training Manuals Purchasing Guidelines/Policy/Procedures |
| Post Close | | | | Final Invoice | Final Inspection Releases | | | | | | Project Register Update |