

IT Development Project
Major Phases & Tasks

ID	Task Name	Deliverable	Pri	R
1	Initiation Phase			
2	Feasibility study			
3	Approval to start project activities			
4	Project Charter	Project Charter		
5	Project Sponsor & Steering committee			
6	Project Manager assignment & designated authority			
7	Purpose of project			
8	Identify Stakeholders			
9	Project scope & objectives			
10	Customer's needs and requirements			
11	Identify & list final deliverables			
12	Define customer acceptance criteria			
13	Required reviews and approvals			
14	Resource requirements			
15	Identify constraints & boundaries			
16	Resources			
17	Time			
18	Performance criteria			
19	Identify assumptions			
20	About team			
21	Actions of others			
22	Publish Project Charter - Review Meeting			
23	Project Formation			
24	Team Formation			
25	Skills required			
26	Commitment requirement			
27	Organizational reporting relationships			
28	Select team members			
29	Address initial training needs			
30	Set project team rules & processes			
31	Team member additions, rollouts			
32	Team kickoff meeting	Kickoff meeting presentation		
33	Control Process Development			
34	Change control process	Change control procedure		
35	Scope change control process			
36	Issue Management process			
37	Corrective action plan process			
38	Communication plan	Communication Plan		
39	Project team communication			
40	What should be communicated			
41	To whom			
42	In what format			
43	At what frequency			
44	Objective of each communication type			
45	Stakeholder communication			
46	What should be communicated			
47	To whom			
48	In what format			
49	At what frequency			
50	Objective of each communication type			
51	Risk management plan	Risk Management Plan		
52	Risk Management Activity Planning			
53	Risk Identification			
54	Risk Assessment			
55	Risk Quantification			

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56	Risk response planning			
57	Risk monitoring and control process			
58	Procurement	Procurement Plan		
59	Procurement need identification			
60	Solicitation planning process (RFP, RFQ, etc.)			
61	Source Selection process			
62	Contract administration process			
63	Quality management plan	Quality Management Plan		
64	Quality planning (standards)			
65	Quality assurance (overall evaluation)			
66	Quality control (compliance to std)			
67	Change management plan	Change Management Plan		
68	Business impact analysis process			
69	Responsibilities for change management activities			
70	Change management activities & timing			
71	Requirements Definition			
72	Identify impacted business processes and people			
73	Capture current issues & business requirements			
74	Gap Analysis of Requirements to current system			
75	Define business goals and project acceptance criteria			
76	Produce conceptual system design			
77	Resource Needs - Software, Hardware, Technology, People			
78	Conduct initial risk analysis	Initial Risk Plan		
79	Describe effect on business policies/practices/technology	Change Management		
80	Create design and approach document	Design document		
81	Requirements & Design Review	Design Review Document		
82	Project Planning			
83	Activity Definition	WBS		
84	Resource Planning	Resource Plan		
85	Activity sequencing	Project Schedule		
86	Activity duration estimating	Project Schedule		
87	Cost estimating/budgeting	Project Schedule		
88	Project plan	Project Plan Presentation		
89	Development			
90	Prototype / Data Model/ Concept Build			
91	Derive system requirements & resource needs			
92	Define goals for this sub phase			
93	Produce prototype / Data Model/ Conceptual system design			
94	Describe effect on business policies/practices/technology	Change Management		
95	Initiate activities for resources - software, hardware, people	Resource Plan		
96	Design and construct first build			
97	Produce prototype review plans			
98	Prototype system acceptance criteria			
99	Evaluate prototype/concept			
100	Develop training approach			
101	Analyze & update project & risk plans	Updated plans		
102	Obtain sign off to continue	Design Development Document		
103	Subsystem Development			
104	Subsystem Design			
105	Determine subsystem features			
106	Develop subsystem design methodology			
107	Partition system into logical groupings			
108	Determine subsystem interface requirements			
109	Implement necessary procurement plans			
110	Develop subsystem detailed design			

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111	Analyze & update project & risk plans	Updated project plan		
112	Obtain sign off to continue	Subsystem Design Document		
113	Subsystem Build			
114	Develop subsystem modules			
115	Develop subsystem interfaces			
116	Integrate purchased components			
117	Package subsystem components			
118	Subsystem Testing			
119	Produce subsystem test plan			
120	Subsystem acceptance testing			
121	Test subsystems			
122	Evaluate test results	Evaluation Document		
123	System User Documentation			
124	Design training modules	Training Materials		
125	Analyze & update change management plan	Change Management		
126	Analyze & update project & risk plans	Updated project plan		
127	Obtain sign off to continue	Subsystem Evaluation Document		
128	System Development			
129	System Design			
130	Complete system design requirements			
131	Develop design for subsystem integration			
132	Integrate purchased components			
133	Design for data conversion/import			
134	Validate system features to requirements & acceptance criteria			
135	System Design Review			
136	Analyze & update change management plan	Change Management		
137	Analyze & update project & risk plans	Updated project plan		
138	User Acceptance	System Design Document		
139	System Build			
140	Develop system modules			
141	Integrate subsystems & purchase components			
142	Develop system operating processes			
143	Develop data conversion/import modules			
144	Complete system documentation	System Documentation		
145	System User Documentation			
146	Complete business policy documentation changes	Procedures		
147	Complete training materials	Training Materials		
148	Review of system user documentation			
149	Integration Testing			
150	Develop testing plan	Test Plan		
151	Unit testing	Test Results		
152	Subsystem testing	Test Results		
153	System testing	Test Results		
154	User Acceptance - System features/performance vs. criteria	System Acceptance Document		
155	Implementation			
156	Training			
157	Finalize training material	Training materials		
158	Develop Training policies, evaluation process			
159	Train trainers			
160	Develop Training schedule & assign instructors	Schedule		
161	Communicate training schedule			
162	Implement training			
163	Training evaluation	Evaluation analysis		
164	Data Readiness Plan			
165	Identify data owners			

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ID	 Task Name	Deliverable	Pri	R
166	Data cleansing process			
167	Develop data conversion plan			
168	Define data conversion acceptance criteria			
169	Data Readiness Review	Data Readiness Plan Document		
170	Cutover Planning			
171	Cutover risk management			
172	Communication plan			
173	Cutover resource utilization plan			
174	Change management activity review			
175	Outstanding issue management			
176	Develop cutover support plan			
177	Analyze & update project & risk plans	Updated project plan		
178	Submit Cutover Plan	Cutover Plan Review		
179	Cutover			
180	Convert data	Documented Results		
181	Entry of data unable to be converted			
182	Validation of new system data			
183	Implementation of cutover support plan			
184	System Installation			
185	Cutover	Issue Log		
186	Support			
187	Post Implementation support by project team			
188	Success review	Project Audit Review		
189	Document lessons learned	Lesson Learned Document		
190	Contract close out	Close out & Ongoing setup		
191	Project Audit	Audit Documentation		