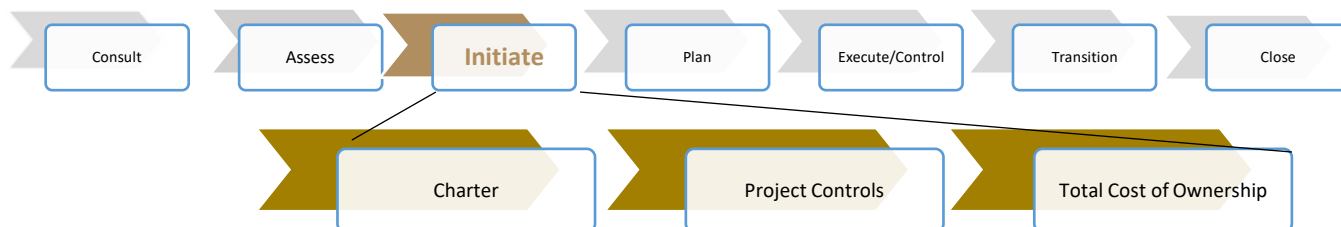


PM Methodology

Overview - Initiate



Goal	<ul style="list-style-type: none"> Establish nature and scope of project 	<ul style="list-style-type: none"> Understand environment and make sure all necessary controls are incorporated into the project Establish process for monitoring project status 	<ul style="list-style-type: none"> Financial analysis of the costs Clear understanding of the financial benefits
Key End of Phase Deliverable	<ul style="list-style-type: none"> Approved Charter 	<ul style="list-style-type: none"> Risk Matrix Kick Off Organizational Chart Project Status Report 	<ul style="list-style-type: none"> Total Cost of Ownership Project Estimate

Phase Overview

During the Initiate Phase, the nature and scope of the project is determined. If this stage is not performed well, it is unlikely that the project will be successful in meeting the unit's needs. The key project controls needed here are an understanding of the business environment and making sure that all necessary controls are incorporated into the project. Any deficiencies should be reported and a recommendation should be made to fix them.

The initiating stage should include a plan that encompasses the following areas:

- Analyzing the unit needs/requirements in measurable goals
- Reviewing of the current operations
- Financial analysis of the costs and benefits including a budget
- Stakeholder analysis, including users, and support personnel for the project
- Project charter including costs, tasks, deliverables, and schedule.
- Project resource allocations

Key Deliverables

Charter: The Charter should be completed and approval gained by Executive Sponsor and Project Sponsor. Review of the Charter with the project team should take place during the Kick Off Meeting.

Risk Matrix: The Risk Matrix identifies project risks, their probability of occurring, the anticipated impact and any expected mitigations of those risks.

Project Status Report: The Project Manager should work with the Executive and Project Sponsor to identify the best way to communicate the status of the project. The Project Manager will also need to determine if there is a different level of project status communication that must occur between the Project Manager and the team members.

Project Estimate: A high level set of estimates for the anticipated work involved should be captured. This is high level and will be more clearly defined once requirements are analyzed and detailed.

Total Cost of Ownership: Project Manager should work with unit and IT staff to develop the Total Cost of Ownership showing the details of the direct and indirect cost of the product or system. It should be a comprehensive assessment of the costs across University boundaries over time.

Kick Off Meeting: This meeting official starts the project activities. The Charter, Project Roles and Responsibilities, high level timeline and cost estimations. The Kick Off Meeting is where project expectations are shared with the team and stakeholders. Attendees for this meeting should be the Executive Sponsor, Project Sponsor, Project Manager, project team, and key stakeholders to the project.