

#	Phase/Activity/Tasks	Del Name & #	Dur. Est.	Critically Depend	Skill
1.0 Phase	Initiate – Obtaining agreement on the business requirement and charting the project.	N/A			
1.1 Activity	Develop the Business Requirement – Establish a common understanding of the base requirements that are to be addressed by the project.	N/A			
1.1.1 Task	Create the Product Description – define, scope, and give context to the product & services that the project will be chartered to develop, deliver, and support.	Product Description			PM
1.1.2 Task	Prepare and Review the Product description – depending on audience preference, summarizes the content of the product description into an executive summary and deliver it or prepare and conduct a review of the product description. Obtain approval to charter a project that will assign initial planning resources to develop the project plan.	Project Proposal, Document Approval			
1.2 Activity	Charter the Project – Obtain the commitment and agreement between the sponsor and project team indicating how the project will be conducted and who needs to be involved.	N/A			
1.2.1 Task	Create the Project Charter – define the mission, authority, and level of project planning and controls necessary for the project, and indicate the personnel or groups expected to be involved in the project. Assign the project manager, sponsor, and any required resources to complete the overall project planning.	Project Charter			PM
1.2.1.1 Milesto	Project Proposal Approved by	N/A			PM
2. Phase	Plan – Creation and approval of the core work plan and facilitating plans which will guide project execution and control.	N/A			
2.1 Activity	Develop the Core Work Plan (CWP) – The development of the work scope, supporting schedule, budget, and project organization that focuses and guides the project work effort.	N/A			
2.1.1 Task	Develop the Scope Statement – Develop the scope statement with the customer that indicates an agreement on work scope, project objectives and measurements, hi-level deliverables, assumptions, and completion criteria.	CWP – Scope Statement			PM