BACKGROUND

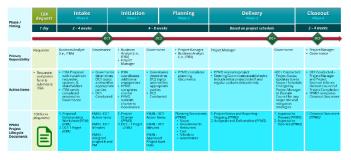
The following is a checklist of the items and requirements to navigate the Project Management Framework Lifecycle. Please go to https://pmo.gmu.edu for additional information.

PROJECT MANAGEMENT **FRAMEWORK**

The Project Management (PM) Framework consists of:

- Project Phases blocks of activities with their own purpose, deliverables, and required actions
- Action Items activities that need to be completed to ensure compliance and uniformity for each project
- Project Templates standardized forms that collectand report consistent data about the project

For more details, please review the Detailed 1-Pager.



PROJECT SIZE

Project size is determined by factors such as cost, duration, project team resource requirements, project risk, and mandates. This size dictates the minimum project management, status reporting, and documentation requirements. The calculation involves two sections:

- 1. What managing body will oversee the project? i.e., Will the project be managed by Domain Council or at the Enterprise Level?
- 2. What is the project size?

Please refer to the model for an accurate calculation.

PROJECT PHASES



- 1. *Intake captures the business need and the ideal solution and kicks off the Project Management Framework Lifecycle phases
- 2. Initiation document the project deliverables and resources needed to complete the project
- 3. Planning develop the project schedule, assignresources, clarify risks
- 4. **Delivery** do the project work (execution) and report on progress (monitor and control)

5. Closeout - capture lessons learned and assess project successes for future use *Separate and distinct from the Project Management Framework Lifecycle

ACTION ITEMS / DOMAIN COUNCILS

The Detailed 1-Pager contains a comprehensive list of action items. For a detailed swim lane breakdown, please consult the dedicated Swimlane 1-Pager for additional information.



Domain Council (DC) meetings govern phase transitions and establish the portfolio structure aligned with client area domains. Each council will be accountable for project activation approval, prioritization, and progress monitoring. There are four Domain Councils within the lifecvcle:

- Domain Council 1 (DC1) will approve a request that SHOULD become a project in the IT Domain Portfolio
- Domain Council 2 (DC2) will determine WHEN a project should be started considering the full IT Domain Portfolio
- Domain Council + (DC+) will approve any SCOPE / SCHEDULE changes to a project
- Domain Council Final (DCF) will confirm COMPLETION of the project

TEMPLATES

The Mason IT PM Framework includes the following lifecycle templates to satisfy the project management deliverables.



#	Template Name	Lifecycle Phase	Primary Responsible
1	Proposal Collaboration Worksheet (PCW)	Intake	ITBA, Business Analyst
2	Project Charter	Initiation	PPMO Project Manager
3	Planning Document	Planning	PPMO Project Manager
4	Project Status and Reporting (Ongoing)	Delivery	PPMO Project Manager
5	Acceptance of Deliverables	Delivery	PPMO Project Manager
6	Approval to Proceed (Optional)	Delivery	PPMO Project Manager
7	Approval to Operate (Optional)	Delivery	PPMO Project Manager
8	Project Closeout Document	Closeout	PPMO Project Manager

PROJECT NAME	☐ Establish Steering Committees to include initial project kickoff and regular updates to leadership		
PROJECT MANAGEMENT CHECKLIST	☐ Complete Project Deliverables		
This is a checklist of items for project managers to	☐ All Deliverable(s) Approved		
assist with tracking project management activities and	☐ Post Acceptance of Deliverables in		
complying with the PM Framework.	Project Inventory		
Note: The PPMO performs italicized items.	DELIVERY - MONITOR AND		
INTAKE			
(Portfolio Request Lifecycle Intake)	CONTROL		
☐ ITBA to complete the Proposal Collaboration	(Portfolio Request Lifecycle Active) ☐ Update Project Status in Project Inventory		
Worksheet (PCW)	☐ Report Weekly Project Time/Effort by Team		
☐ ITBA to complete DC1 One-Pager	Members		
☐ ITBA to send completed proposal to Governance	☐ Prepare and deliver regular Status Updates as		
☐ Governance to determine DC1 topics and notify	Required by Senior Leadership		
appropriate parties	OPTIONAL DELIVERY TASK – Approval to		
DC1 Conducted	Proceed		
☐ Governance to send three emails: ☐ DC1 Action Items	The 'Approval to Proceed' documents clear decision points that		
☐ DC1 Minutes	keep the project moving forward or stop the project.		
☐ Assigned Project # and Project Manager	☐ Complete Approval to Proceed (Go/No-Go Decision point		
☐ PPMO Post PCW in Project Inventory	☐ DC+ Conducted: Project Status Updates		
·	due to Scope / Schedule Changes by		
INITIATION	Project Manager to Domain Council for any		
(Portfolio Request Lifecycle Accepted)	major risk and mitigation strategies ☐ Receive Approval to Proceed		
☐ ITBA to coordinate additional engagements	☐ Post Approval to Proceed in Project Inventory		
PPMO to complete Project Charter			
PPMO to submit charter to Governance	OPTIONAL DELIVERY TASK – Approval to		
☐ ITBA to complete DC2 One-Pager	Operate The 'Approval to Operate' documents multiple releases or		
☐ Governance to determine DC2 topics and notify appropriate parties	deliverables that are transitioned to operations at varying		
□ DC2 Conducted	times. It allows portions of the project work to be considered		
☐ Governance to send three emails:	complete even if all deliverables are incomplete. □ Complete Approval to Operate		
☐ DC2 Action Items	☐ DC+ Conducted: Project Status Updates due to		
☐ DC2 Minutes	Scope / Schedule Changes by the Project Manager to		
☐ Approved Project Start Date	the Domain Council for any major risk and mitigation		
☐ Project Charter Approved	strategies		
□ Post Project Charter in Project Inventory	Receive ApprovalMove Approved Deliverable(s) to Operations		
PLANNING	☐ Post Approval to Operational in Project Inventory		
(Portfolio Request Lifecycle Scheduled / Active)			
☐ Complete Kick-off Meeting	CLOSEOUT		
☐ Complete Project Planning materials	(Portfolio Lifecycle Active)		
☐ Planning Document	☐ Complete Project Closeout Document☐ DCF Conducted: Project Manager and Project		
☐ Project Schedule	Sponsor inform Domain Council of Project Completion		
☐ Planning Documents Approved	☐ Closeout Document Approved		
☐ Post Planning Documents in Project Inventory	☐ Post Closeout Document to Project Inventory		
DELIVERY EXECUTION	Complete FINAL project status update to		
DELIVERY - EXECUTION	designate the project as Operational/Closed		
(Portfolio Request Lifecycle Active)	Additional Information: https://pmo.gmu.edu		

tasks per schedule

☐ PPMO to execute the project and work on project