


Project Management Framework Lifecycle – Detailed 1-Pager

Phase / Timing	TDX Request	Intake <i>Phase 0</i>	Initiation <i>Phase 1</i>	Planning <i>Phase 2</i>	Delivery <i>Phase 3</i>	Closeout <i>Phase 4</i>			
	1 day	2 – 4 weeks	4 – 8 weeks		Based on project schedule	2 – 4 weeks			
		DC1		DC2		DC+	DCF		
Primary Responsibility	Requester	Business Analyst (i.e., ITBA)	Governance	<ul style="list-style-type: none"> Business Analyst (i.e., ITBA) Project Manager 	Governance	<ul style="list-style-type: none"> Project Manager Business Analyst (i.e., ITBA) 	Project Manager	Governance	<ul style="list-style-type: none"> Project Manager Governance
Action Items	<ul style="list-style-type: none"> Requester completes form & submits to ITBA 	<ul style="list-style-type: none"> ITBA Proposal with input from requester, sponsor, & stakeholders ITBA sends completed proposal to Governance 	<ul style="list-style-type: none"> Governance determines DC1 topics and notifies appropriate parties DC1 Conducted 	<ul style="list-style-type: none"> ITBA coordinates additional engagement PPMO completes charter PPMO submits charter to Governance 	<ul style="list-style-type: none"> Governance determines DC2 topics and notifies appropriate parties DC2 Conducted 	<ul style="list-style-type: none"> PPMO completes planning documents 	<ul style="list-style-type: none"> PPMO executes project Steering Committees established to include initial project kickoff and regular updates to leadership 	<ul style="list-style-type: none"> DC+ Conducted: Project Status Updates due to Scope / Schedule Changes by Project Manager to Domain Council for any major risk and mitigation strategies 	<ul style="list-style-type: none"> DCF Conducted – Project Manager and Project Sponsor informs Domain Council of Project Completion PPMO completes Closeout Document
PPMO Project Lifecycle Documents	TDX form (Requester) 	1. Proposal Collaboration Worksheet (PCW) (ITBA) 2. DC1 1-Pager (ITBA)	EMAIL: DC1 Action Items EMAIL: DC1 Minutes EMAIL: Assigned project # and PM	1. Project Charter (PPMO) 2. DC2 – 1 Pager – (ITBA)	EMAIL: DC2 Action Items EMAIL: DC2 Minutes EMAIL: Approved Project Start Date	Planning Documents (PPMO) <ul style="list-style-type: none"> Scope Requirements Resources Cost Schedule Governance 	1. Project Status and Reporting – Ongoing (PPMO) 2. Acceptance of Deliverables (PPMO)	1. Approval to Proceed (PPMO) 2. Approval to Operate (PPMO)	1. Closeout Document (PPMO)

DC1: Project Request presentation by Requester to Domain Council <ul style="list-style-type: none"> Confirm the preliminary project size and prioritization criteria Approval to proceed with project activation and PM assignment Project goes into inventory and is updated to <u>Accepted</u> in the Portfolio Request Lifecycle 	DC2: Project Schedule presentation by Requester to Domain Council <ul style="list-style-type: none"> Scope, Cost, Schedule, Resources, Governance Reconfirm the project size and prioritization criteria Rank project within active portfolio Schedules project start date Project updated to <u>Scheduled</u> or <u>Active</u> in the Portfolio Request Lifecycle
---	--