

Project Life Cycle



Initiation

Project SMART goals are defined

High level objective, scope, stakeholders, and timeline are identified

Charter is developed/ approved

Tools: Proposal, Charter, Budget

01



Planning

Project plan is developed

Tasks are defined

Deliverables, milestones and timeline are developed

Tools: Project Plan, Project Timeline, Budget, RACI Matrix

02



Execution

Project plan implementation

Deliverables are completed and milestones achieved

Tools: Task Tracker, Meeting Agenda & Outcomes, Communication Plan, Project Status Report

03



Monitoring

Progress is tracked to ensure project stays on track

Issues are addressed

Risk is monitored / mitigated, KPI Measurements

04



Closure

All deliverables are completed and milestones achieved

Project completion is formally accepted

Project learnings are documented

Tools: Lessons Learned & Sustainability Plan

05