

# Project Management Process

	Ideation	Initiation	Planning	Execution	Close Out
Executive Sponsor	<ul style="list-style-type: none"> <li>Approve Project Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Project Goals Align with CSUS Strategies</li> </ul>		<ul style="list-style-type: none"> <li>Gain Support from other Senior Executives</li> </ul>	
Project Sponsor	<ul style="list-style-type: none"> <li>Assist with Project Concept</li> <li>Create Sponsorship Coalition</li> <li>Submit Project Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Communicate Alignment with Strategic Initiative(s)</li> <li>Create Understanding of Change/Risks</li> <li>Assist with Resource Allocation</li> </ul>	<ul style="list-style-type: none"> <li>Actively Advocate Project</li> <li>Approve Key Project Deliverables</li> <li>Engage with Change Management Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Provide Project Support</li> <li>Govern Project Risks</li> <li>Address Escalated Issues/Conflicts</li> <li>Promote Change</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate Project</li> <li>Assist with Resource Allocation for Operational Support</li> </ul>
Area Lead	<ul style="list-style-type: none"> <li>Submit Project Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Write Business Requirements Document</li> <li>Participate in Technical/Solution Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Participate in Ongoing Solution Discussion</li> <li>Prepare Test Plan/Test Cases</li> </ul>	<ul style="list-style-type: none"> <li>Conduct User Acceptance Testing</li> <li>Plan Operational Support</li> </ul>	<ul style="list-style-type: none"> <li>Provide Operational Support</li> </ul>
IRT PMO	<ul style="list-style-type: none"> <li>Assist with Project Proposal</li> </ul>	<ul style="list-style-type: none"> <li>Assign PM</li> <li>Write Project Charter</li> <li>Assist Business Requirements Document</li> <li>Kick Off Project</li> <li>Engage with Service Desk</li> </ul>	<ul style="list-style-type: none"> <li>Acquire Project Resources</li> <li>Prepare Project Management Plan/Organization Change Management Plan</li> <li>Validate Scope/Requirements</li> <li>Assist with Test Plan/Test Cases</li> <li>Document Application Governance</li> </ul>	<ul style="list-style-type: none"> <li>Monitor, Control &amp; Validate Project Scope</li> <li>Perform Integrated Change Control</li> <li>Control Schedule/Cost/Quality/Risks</li> <li>Manage Communication</li> <li>Manage Project Team/Vendor</li> <li>Coordinate Service Desk Support/Training</li> <li>Prepare Go/No-Go</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Retrospective</li> <li>Complete Project Closeout Tasks</li> <li>Celebrate Project Completion</li> <li>Transition Vendor Relationship</li> <li>Archive Project Documents</li> </ul>
Technical Team	<ul style="list-style-type: none"> <li>Provide Technical Feedback</li> <li>Engage with Project Proposal</li> <li>Evaluate Existing and Alternative solution(s)</li> <li>Perform Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Assess Technical Solution</li> <li>Perform Risk/Security/Support Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Develop Technical Requirements</li> <li>Design Security Requirements</li> <li>Document Application Governance</li> <li>Assess Technical Resources for Support</li> </ul>	<ul style="list-style-type: none"> <li>Develop Technical Solution</li> <li>Implement Security</li> <li>Conduct Unit and Functional Testing</li> <li>Plan Maintenance</li> <li>Deploy Solution To Production</li> </ul>	<ul style="list-style-type: none"> <li>Archive Technical Documents</li> <li>Support Stabilization Period</li> <li>Support Maintenance</li> </ul>
Deliverables Required *	<ul style="list-style-type: none"> <li>Project Proposal*</li> </ul>	<ul style="list-style-type: none"> <li>Business Requirements Document*</li> <li>Project Charter</li> <li>Project Kick-Off Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Milestones*</li> <li>Project Plan</li> <li>Organizational Change Management Plan</li> <li>Stakeholder Analysis</li> <li>Network Diagram</li> <li>Server/DB Requirements</li> <li>Application Inventory</li> </ul>	<ul style="list-style-type: none"> <li>QA Checklist*</li> <li>Project Change Request</li> <li>Issue/Risk Log</li> <li>Test Plan/Test Case</li> <li>Communication Plan</li> <li>Go No-Go Presentation</li> <li>User Documentation/Training</li> </ul>	<ul style="list-style-type: none"> <li>Project Closure Document*</li> </ul>