

PMBOK

Process Groups



Initiating

Define a new project or a new phase of an existing project.

- Appoint project manager.
- Assess and define the scope and goals of the project.



Planning

Establish project scope and objectives, and define how to meet objectives.

- Develop a workflow to ensure that teams meet vital benchmarks for project completion.
- Establish scope at a more granular level.
- Assess checkpoints.
- Measure and allocate project materials.
- Consider timetables.



Executing

Complete defined work.

- Manage teams.
- Monitor timelines.
- Ensure project stays within budget and timeframe.
- Balance stakeholder involvement.
- Ensure that each step of the project is leading toward the stated outcomes from the initiating phase.



Monitoring and Controlling

Track, review, and regulate the progress.

- Track progress and address any challenges that arise.
- Measure project execution against project planning and project outcomes.
- Review budget and reassess costs.
- Ensure dependent processes are on schedule.



Closing

Formally close the project.

- Determine if project was completed within budget and on time.
- Perform due diligence for necessary processes.
- Assess the strengths and weaknesses of the project.
- Identify key teammates and hand out awards.

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DP Hallahan



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