PMI Project Management Process

The Office of Information Technology Project Management Office incorporates the following process in all projects. This process is based on the Project Management Institute’s (PMI) Project Management Body of Knowledge (PMBOK).

**Step 1 – Initiate (Charter)**
- **Strategic Intent** – Who will do what, why and the outcome
- **Measureable objectives**
- **Preliminary schedule and milestones**
- **Personnel requirements and high-level cost estimate (if known)**
- **Proposed Project Manager** – Usually named and involved in developing charter
- **Project Sponsor authorization** – authorizes financial and human resources

**Step 2 – Plan**
- **Oversight team established** – The functional and technical people who are required to ensure that project has governance, change control and is well integrated with functional business processes throughout the life of the project
- **Requirements** – Specific, detailed measurable objectives that are prioritized and weighted, directly applicable to an RFI or RFP.
- **Product and/or vendor selection**
- **Scope** – Describes the major deliverables and work of the project
- **Implementation and long-term support staff requirements** – Determine what short-term long-term support will be required to implement the project maintain the system and/or operations after the project is completed
- **Schedule**

**Step 3 – Execute (Implement)**
- **Perform all work** identified in the project plan

**Step 4 – Transition to Governance and Long-term Support**
- Long-term governance/change control team established to provide continual strategic direction of the product.
- Long-term support staff begin support and maintenance per the direction of the governance/change control team.