

Project Management Process for customized web systems, business processes, or programs

All New Significant Client Projects should undergo the Project Management Process outlined below. With custom projects, each project may evolve differently to involve slightly different tasks. Included below, are the general tasks that most projects require.

TASKS	STEPS
Project Analysis	Review initial project request
	Interview Project Stake holders
	Identify perceived project goals
	Cross check perceived project goals with organizational business goals
	Revise project goals if needed, to fit within organization's overall mission
	Finalize project goals with authorization from project stake holders
Project/System Design	Analyze final project goals to identify project deliverables.
	Identify all technical and administrative components required to meet the project goals.
	Identify all technical and administrative resources required to meet project goals.
	Identify services to be provided in house and those to be outsourced
	Develop work flow / procedures to guide all administrative processes.
	Identify all specific functionality for technical project components.
	Document identified processes and technical functionality for all services to be outsourced by drafting RFP's for each service or technical component.
	Identify appropriate vendors to submit RFP's .
	Review and analyze all submitted proposals.
	Select most appropriate vendor for each service being outsourced.
	Prepare estimated project budget including all estimated costs including internal and outsourced services.
	Prepare detailed project summary to present to project stake holders and organization's executive committee for final approval.
Project Execution	Draft detailed production time lines for all project tasks internal and outsourced
	Finalize all vendor contracts for outsourced services.
	Launch development phase of all project components.
	Daily Review of project plan / time line and follow up with all project resources accordingly.
	Maintain regularly scheduled status updates with all internal and external project resources.
Project/System Review	Initial review of all project deliverables
	submit changes/edits to responsible resources
	Secondary review of all project deliverables
	submit final changes/edits to responsible resources
	Review of Final Delivery
	Acceptance of final project deliverables.
Project Launch	Identify Beta Test Population
	Soft Launch to Beta Test Population

	Gather feedback from Beta Test Population
	Revise Instructions and user documentation accordingly
	Revise process and procedures accordingly
	Document potential enhancements for future updates.
	Implement all new processes, procedures, and systems to full intended population, effectively launching project
Project Maintenance	Support ongoing operations of all implemented project components
	Annotate potential areas of improvement
	Resolve any immediate issues regarding process or functionality.
	Initiate New Update Project after predetermined time period and start this process over.