

Stages and Gateways

Processes	1 Mandate	2 Proposal	3 Business Case	4 Start-Up	5 Delivery	6 Close
Project planning	Objectives & targets	Outputs Outline timetable	Options appraisal Scope & activities Stages/milestones	Project Plan	(implement) Project Plan	Follow-on actions
Resource management		Resource requirements Funding options	Project Budget(s) Funding plan	Cost Codes Project team	Budget monitoring	Budget reconciliation
Risk management		High level risk review	Risk identification & description	Risk analysis → Risk register	Risk control & monitoring	Residual risks
Stakeholder management		Stakeholder identification	Stakeholder analysis	Communications plan	(implement) Communications plan	Review and feedback
Project controls		Corporate considerations	Lessons learned	Project Initiation Document (PID)	Issues log Change requests	Lessons (to be) learned
Governance and Reporting		Risk & Impact Assessment → Project category	Project structure and approvals	(Project Board)	Traffic light reports	End project report

Toolkit Project Management Tools

Trish Melton



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