Project Phases Scheduling Outline

1. INITIATION

Define the project at a broad level, set objectives, and obtain approval.

- Identify stakeholders
- Establish project scope
- Develop project charter
- Approval to proceed

2. PLANNING

Develop a roadmap for everyone to follow throughout the project.

- Develop project plan and schedule
- Resource planning
- Risk assessment
- Budget estimation

3. EXECUTION

Carry out tasks as per the plan to produce deliverables.

- Assign tasks
- Manage teams and communication
- Track progress
- Quality assurance

4. MONITORING & CONTROLLING

Monitor progress to ensure everything aligns with the plan.

- Performance measurement
- Issue tracking
- Risk management updates
- Change management

5. CLOSING

Formal completion of project, final deliverables, and reports.

- Project handover
- Documentation
- Stakeholder approval
- Lessons learned review