

*Click link to download file.*

* Complete the [online project request form](https://vpit.rice.edu/pmo/request-project)
* Conduct a [Project Kickoff](https://vpit.rice.edu/sites/g/files/bxs1381/f/Kickoff%20Meeting%20Agenda.docx)
* Develop a high level plan with key milestones
* Identify project stakeholders, implementation team, and team structure
* Gather functional and technical (hardware / software) requirements
* Identify interfaces and information flows (See [link](https://vpit.rice.edu/sites/g/files/bxs1381/f/Interfaces%20Information%20Flow%20Examples.xlsx) for example)
* Identify software options if applicable / [perform software assessment](https://vpit.rice.edu/sites/g/files/bxs1381/f/Software%20Selection%20Methodology%20Overview.pdf)

**PROJECT CHECKLIST**

**CLOSING YOUR PROJECT**

Support / Ready to Close

Stage Gate: Confirm go / no go

* Capture project [Lessons Learned.](https://vpit.rice.edu/sites/g/files/bxs1381/f/Project%20Lessons%20Learned.docx)
* Recognize team member and efforts.
* Complete [Project Closure](https://vpit.rice.edu/sites/g/files/bxs1381/f/Project%20Closure%20Report.docx) form.
* Consult your [Communication Plan.](https://vpit.rice.edu/sites/g/files/bxs1381/f/Communication%20Plan.docx) Be sure to engage all pertinent stakeholders during the transition into production
* Verify your [Operation and Service Support](https://vpit.rice.edu/sites/g/files/bxs1381/f/Support%20and%20Operations%20Service%20Checklist.doc) considerations/plan
* Transition/migrate to production: Submit your [Change Request](https://change.it.rice.edu/index.cfm?p=admin.changeform) form and verify your change is included in [Calendar Change Schedule](https://change.it.rice.edu/)
* Select vendor and complete MSA and SOW
* Have [Security Assessment](file:///C%3A%5CUsers%5Cgm30%5CDocuments%5CPRINCENTON%20PMO%20Material%5CTBD) *(not available yet)* been done?
* Have [Technical Architecture](file:///C%3A%5CUsers%5Cgm30%5CDocuments%5CPRINCENTON%20PMO%20Material%5CTBD) *(not available yet)* assessment been done?
* Have data migration plan/strategy been defined?
* Have legal & regulatory requirements been assessed & accounted for?
* Have you planned [Change and impact management](https://vpit.rice.edu/sites/g/files/bxs1381/f/Change%20Management%20Tactical%20Plan.pptx)?
* Are there any metric for measuring quality of product to be delivered?
* Did you have your [Communication Plan](https://vpit.rice.edu/sites/g/files/bxs1381/f/Communication%20Plan.docx) defined?
* Determine relevant [Test types/UAT](https://vpit.rice.edu/sites/g/files/bxs1381/f/UAT%20Material.xls) and [Conduct testing](https://vpit.rice.edu/sites/g/files/bxs1381/f/Testing%20Framework.docx)
* Have you defined the training and documentation required? Will any [Knowledgebase (KB) articles](https://kb.rice.edu/sandbox/internal/page.php?id=63992) be needed? - Contact Diane Yee
* Execute [Project Plan](file:///C%3A%5CUsers%5Cgm30%5CDocuments%5CPRINCENTON%20PMO%20Material%5CTBD) *(not available yet).* Control and manage triple (Budget, timeline, scope) constraints
* Execute the [Communication Plan](https://vpit.rice.edu/sites/g/files/bxs1381/f/Communication%20Plan.docx). Will more than one department need to be communicated to about project status and/or be impacted by the outcome(s) of the project?
* Track budget and provide regular budget updates

**INITIATING and DEFINING a PROJECT**

**DEPLOY & GOING LIVE**

Stage Gate: Confirm funding and organizational commitment to continue

**DESIGNING, DEVELOPING and TRACKING STATUS of your PROJECT**