### Key Functional Activities

**Manage Project Plans & Schedule**
- Schedule standard status meetings
- Execute project plans (communication, training, testing, others)
- Track project activities
- Communicate project progress to stakeholders (Status Reporting)
- Manage Project Costs/budget

**Risk and Issue Management**
- Manage & Monitor Risk log/register
- Monitor and Control Schedule, Resources, Cost, and Scope

**Testing**
- Perform Unit Testing
- Perform User Approval Testing
- Apply required modifications
- Review testing outcomes with Project Leadership
- Get signoffs

**Deliverable Validation**
- Achieve milestones
- Review project deliverables with Project Leadership for approval
- Make required updates if required
- Get final signoff on project deliverables

### Roles

- **Business Owner**
- **IT Owner**
- **Project Manager**
- **Project Team**
- **Project Executive Sponsor**
- **Testing Lead**
- **Project Manager**
- **Project Team**

### Key Deliverables

- **Project status report**
- **Project cost**
- **Meeting minutes & action items**
- **Risk Register**
- **Testing Sessions**
- **Testing Outcomes & signoff**
- **Deliverable Validation sessions & signoff**