



MANAGE PROJECT PLANS & SCHEDULE



RISK AND ISSUE MANAGEMENT



TESTING



DELIVERABLE VALIDATION

KEY FUNCTIONAL ACTIVITIES

- 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

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

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

- 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 Manager
- Project Team

- Project Executive Sponsor
- Testing Lead
- Project Manager
- Project Team

- Project Executive Sponsor
- 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