## 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**
- **Project Manager**
- **Project Team**
- **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**