## Key Functional Activities

- **Approve Project**
  - Create Project and/or Validate information in ServiceNow

- **Create Project Charter**
  - Identify Key Stakeholders
  - Perform Initial Research
  - Create Benchmarks
  - Benefits Measurement
  - Establish Acceptance/Success Criteria
  - Identify Resource Skills

- **Develop High Level Plan**
  - Establish Project Purpose/Goals
  - Prepare high level work breakdown structure
  - Prepare organization project chart

- **Plan for Project Kickoff**
  - Identify Key Stakeholders
  - Hold Kick off meeting and Review Slide Deck
  - Begin Planning Phase of Project

- **Develop Project Plan**
  - Develop the Project Plan

## Roles

- **Project Owner**
  - Project Owner
  - Business Analyst (Optional)

- **Executive Sponsor**
  - Executive Sponsor
  - Project Manager
  - Business Analyst

## Key Deliverables

- **Project must be created in ServiceNow**
- **Project Charter**
- **Approval from Executive Sponsor**
- **Kick off deck**
- **Acceptance of Approach**
- **Conduct Kick off meeting**
- **Project Plan**