### Key Functional Activities

<table>
<thead>
<tr>
<th>Approve Project</th>
<th>Create Project Charter</th>
<th>Develop High Level Plan</th>
<th>Kickoff Project</th>
<th>Start Project Plan</th>
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<tbody>
<tr>
<td>- Create Project and/or Validate information in ServiceNow</td>
<td>- Identify Key Stakeholders</td>
<td>- Establish Project Purpose/Goals</td>
<td>- Identify committees’ members (if applicable)</td>
<td>- Engage project team members (project leads &amp; resources)</td>
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<tr>
<td>- Review/update project BOSCARD</td>
<td>- Perform Initial Research (purpose, scope, constraints, goals)</td>
<td>- Review &amp; approve project charter</td>
<td>- Identify project team</td>
<td>- Identify other stakeholders</td>
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<td>- Identify Project Deliverables &amp; project Acceptance/Success Criteria</td>
<td>- Prepare high-level project approach &amp; timeline</td>
<td>- Announce project kickoff</td>
<td>- Begin Planning Phase of Project</td>
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<td>- Identify Resource skill set</td>
<td>- Prepare organization project chart</td>
<td>- Hold kickoff meeting and Review Project Kickoff Slide Deck</td>
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<td>- Create Project Charter</td>
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</tbody>
</table>

### Roles

- IT Owner
- Project Manager
- Project Executive Sponsor
- Business Owner
- IT Owner
- Project Manager
- Business Analyst (Optional)
- IT Owner
- Project Manager
- Business Analyst (Optional)
- Business Owner
- IT Owner
- Project Manager
- Business Analyst (Optional)

### Key Deliverables

- Project in ServiceNow (must be created through Intake process)
- Initial Project Charter
- Signed off project charter
- Conduct Project Kickoff meeting
- Acceptance of Approach
- Initial Stakeholder Register

- Project BOSCARD
- Kickoff deck
- Project Kickoff Slide Deck