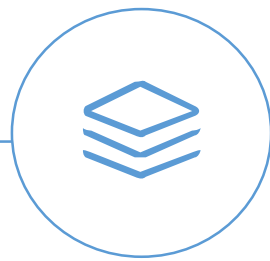




APPROVE PROJECT



CREATE PROJECT CHARTER



DEVELOP HIGH LEVEL PLAN



KICKOFF PROJECT



START PROJECT PLAN

KEY FUNCTIONAL ACTIVITIES

- Create Project and/or Validate information in ServiceNow
- Review/update project [BOSCARD](#)

- Identify Key Stakeholders
- Perform Initial Research (purpose, scope, constraints, goals)
- Identify Project Deliverables & project Acceptance/ Success Criteria
- Identify Resource skill set
- Create [Project Charter](#)

- Establish Project Purpose/ Goals
- Review & approve [project charter](#)
- Prepare high-level project approach & timeline
- Prepare [organization project chart](#)

- Identify committees' members (if applicable)
- Identify project team
- Announce project kickoff
- Hold kickoff meeting and Review [Project Kickoff Slide Deck](#)

- Engage project team members (project leads & resources)
- Identify other stakeholders
- Begin Planning Phase of Project

ROLES

- IT Owner
- Project Manager

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

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

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

- IT Owner
- Project Manager
- Resources Involved

KEY DELIVERABLES

- Project in ServiceNow (must be created through Intake process)
- Project [BOSCARD](#)

- Initial [Project Charter](#)

- Signed off project charter
- [Kickoff deck](#)

- Conduct [Project Kickoff](#) meeting
- Acceptance of Approach

- Initial [Stakeholder Register](#)