

### About

Based on the Harvard Business Review's Four Phases of Project Management.

### Phases

Planning	Build-up	Implementation	Closeout
<ul style="list-style-type: none"> <li>✓ Determine the real problem</li> <li>❓ <i>Is it a data problem?</i></li> <li>❓ <i>What data do they need?</i></li> <li>❓ <i>At what grain?</i></li> <li>❓ <i>How often and from what system(s)?</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Assemble your team</li> <li>❓ <i>Do you need regular or temp people?</i></li> <li>❓ <i>Do you need to provide training?</i></li> <li>❓ <i>What skills are needed?</i></li> <li>❓ <i>What does availability look like?</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor and control</li> <li>👁️ <i>Monitor the process</i></li> <li>📅 <i>Control the budget</i></li> <li>⚠️ <i>Look for problems</i></li> <li>🗨️ <i>Respond quickly</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Evaluate</li> <li>📄 <i>Compare progress with scope</i></li> <li>👍 <i>Reach consensus on % completion</i></li> <li>☰ <i>Keep scope front and center</i></li> </ul>
<ul style="list-style-type: none"> <li>✓ Identify the stakeholders</li> <li>❓ <i>Who will use your product?</i></li> <li>❓ <i>Who will provide resources?</i></li> <li>❓ <i>Who will benefit from the product?</i></li> <li>🚫 <b>Need support from them</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Plan assignments</li> <li>☰ <i>List the people on the team</i></li> <li>☰ <i>List the skills required</i></li> <li>✓ <i>Match each member with skillset to task</i></li> <li>🗨️ <i>Start communicating</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Report progress</li> <li>🗨️ <i>Status updates</i></li> <li>📄 <i>Status reports</i></li> <li>🚩 <i>Flag issues</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Close</li> <li>✉️ <i>Provide deliverables</i></li> <li>😊 <i>Recognize wins</i></li> </ul>
<ul style="list-style-type: none"> <li>✓ Define objectives (SMART)</li> <li>🔍 <b>Specific</b></li> <li>🔍 <b>Measurable</b></li> <li>🔍 <b>Actionable</b></li> <li>🔍 <b>Realistic</b></li> <li>🔍 <b>Time-limited</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Create the schedule and budget</li> <li>⏪ <i>Work backward from mandatory dates</i></li> <li>📅 <i>Hold a kickoff meeting</i></li> <li>📅 <i>Set the budget</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Hold meetings</li> <li>📅 <i>Hold weekly meetings</i></li> <li>📄 <i>Set agendas</i></li> <li>🛠️ <i>Manage problems</i></li> <li>📊 <i>Measure performance</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Debrief</li> <li>📄 <i>Document lessons learned</i></li> <li>🔄 <i>Share knowledge</i></li> </ul>



