About

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

Phases

Planning	Build-up	Implementation	Closeout
Determine the real problem	Assemble your team	Monitor and control	Evaluate
Is it a data problem?	*Do you need regular or temp people?*	*Monitor the process*	*Compare progress with scope*
What data do they need?	*Do you need to provide training?*	*Control the budget*	*Reach consensus on % completion*
At what grain?	*What skills are needed?*	*Look for problems*	*Keep scope front and center*
How often and from what system(s)?	*What does availability look like?*	*Respond quickly*	
Identify the stakeholders	Plan assignments	Report progress	Close
Who will use your product?	*List the people on the team*	*Status updates*	*Provide deliverables*
Who will provide resources?	*List the skills required*	*Status reports*	*Recognize wins*
Who will benefit from the product?	*Match each member with skillset to task*	*Flag issues*	
Need support from them	*Start communicating*		
Define objectives (SMART)	Create the schedule and budget	Hold meetings	Debrief
Specific	*Work backward from mandatory dates*	*Hold weekly meetings*	*Document lessons learned*
Measurable	*Hold a kickoff meeting*	*Set agendas*	*Share knowledge*
Actionable	*Set the budget*	*Manage problems*	
Realistic		*Measure performance*	
Time-limited			

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