# Project Delivery Process

**High Level Summary**

“Processes, templates, tools, and procedures to guide the implementation of a project”

## Phases

<table>
<thead>
<tr>
<th>Phases</th>
<th>Initiating</th>
<th>Planning</th>
<th>Implementing</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Understanding what is needed and authorizing the project</td>
<td>Creating the “road map” for the project</td>
<td>Executing the project plan</td>
<td>Bringing the project to an end</td>
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<td>Key Activities</td>
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<td></td>
<td>- Project Sizing</td>
<td>- Development of Project Plan</td>
<td>- Following Plan</td>
<td>- Agreement that Project is Complete</td>
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<td></td>
<td>- Project Definition (Scope)</td>
<td>- Approval of Plan</td>
<td>- Communicating Status</td>
<td>- Lessons Learned</td>
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<td>- Project Approval</td>
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<td>- Completing Deliverables</td>
<td>- Customer Satisfaction</td>
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## Components

### Key PM Deliverables

- Sizing Worksheet
- Charter

### Key PM Deliverables

- Project Plan (with appropriate sub-plans)
- Status Report
- Deliverables Acceptance
- Change Request
- Issues Log

### Key PM Deliverables

- Lessons Learned
- Project Archive
- Customer Satisfaction Survey

### Key Participants

- Requestor/Sponsor
- Project Manager
- Project Team
- Sponsor

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### Use of Tool (TeamDynamix)

- Storing Sizing Worksheet and Charter in project Briefcase
- Storing Project Plan in project Briefcase
- Building plan (project schedule) and assigning resources to tasks
- Using Update feature to report on project progress
- Managing risks (risk register), issues (issue log) and changes
- Storing Lessons Learned in project Briefcase
- Closing out the project in the system after it is complete

### Key Solution Activities

- “Requirements” Gathering
- “Identifying/Designing” Solution
- “Acquiring/Developing” Solution
- Validating/Testing Solution
- “Operational” turnover

More details and information are at [http://ppm.mines.edu/PPM-Home](http://ppm.mines.edu/PPM-Home)