What are projects?
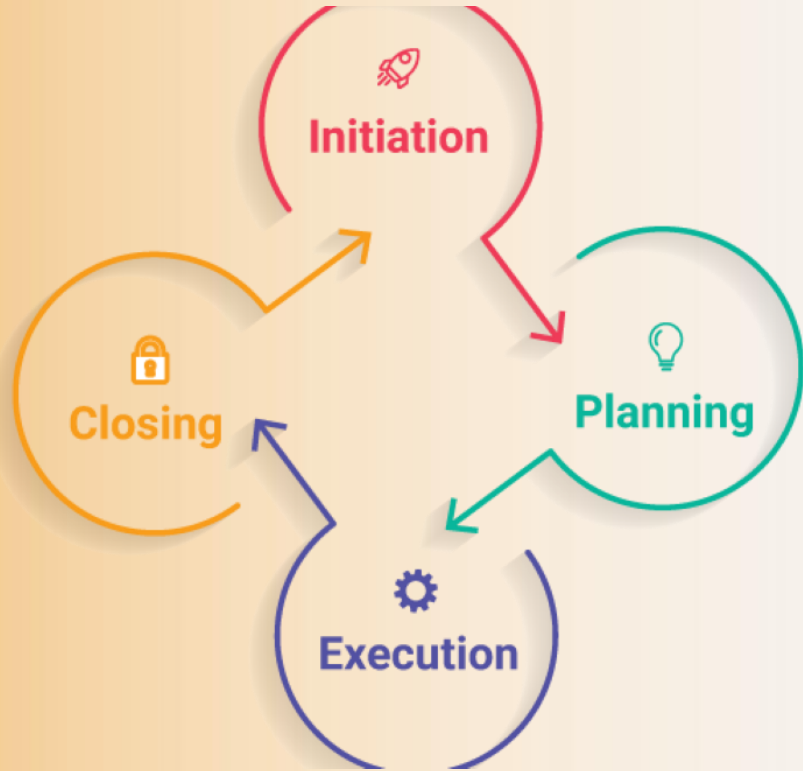
Essentially, projects are temporary efforts to create value through unique products, services, and processes.
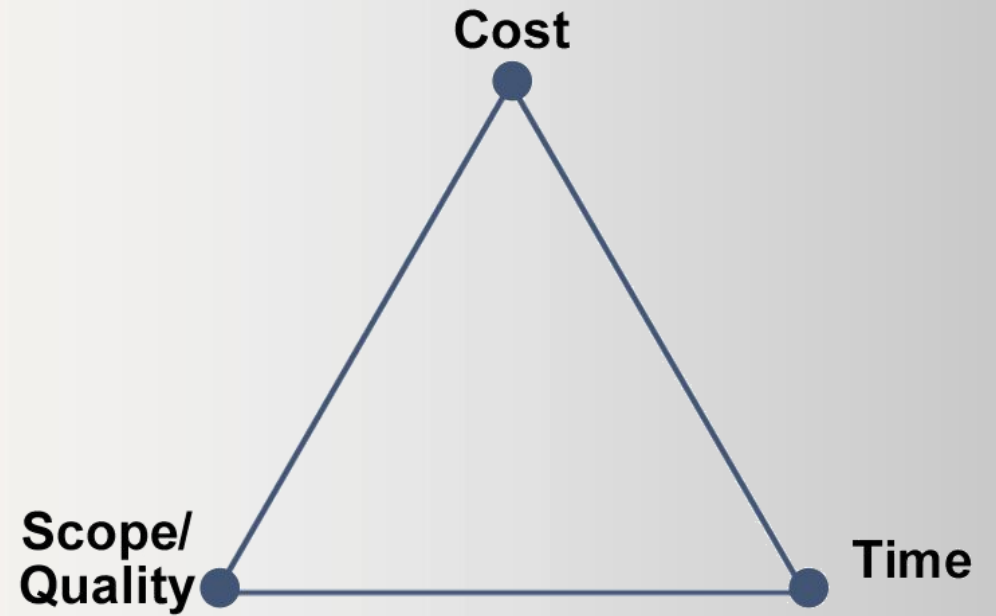
- PMI.org
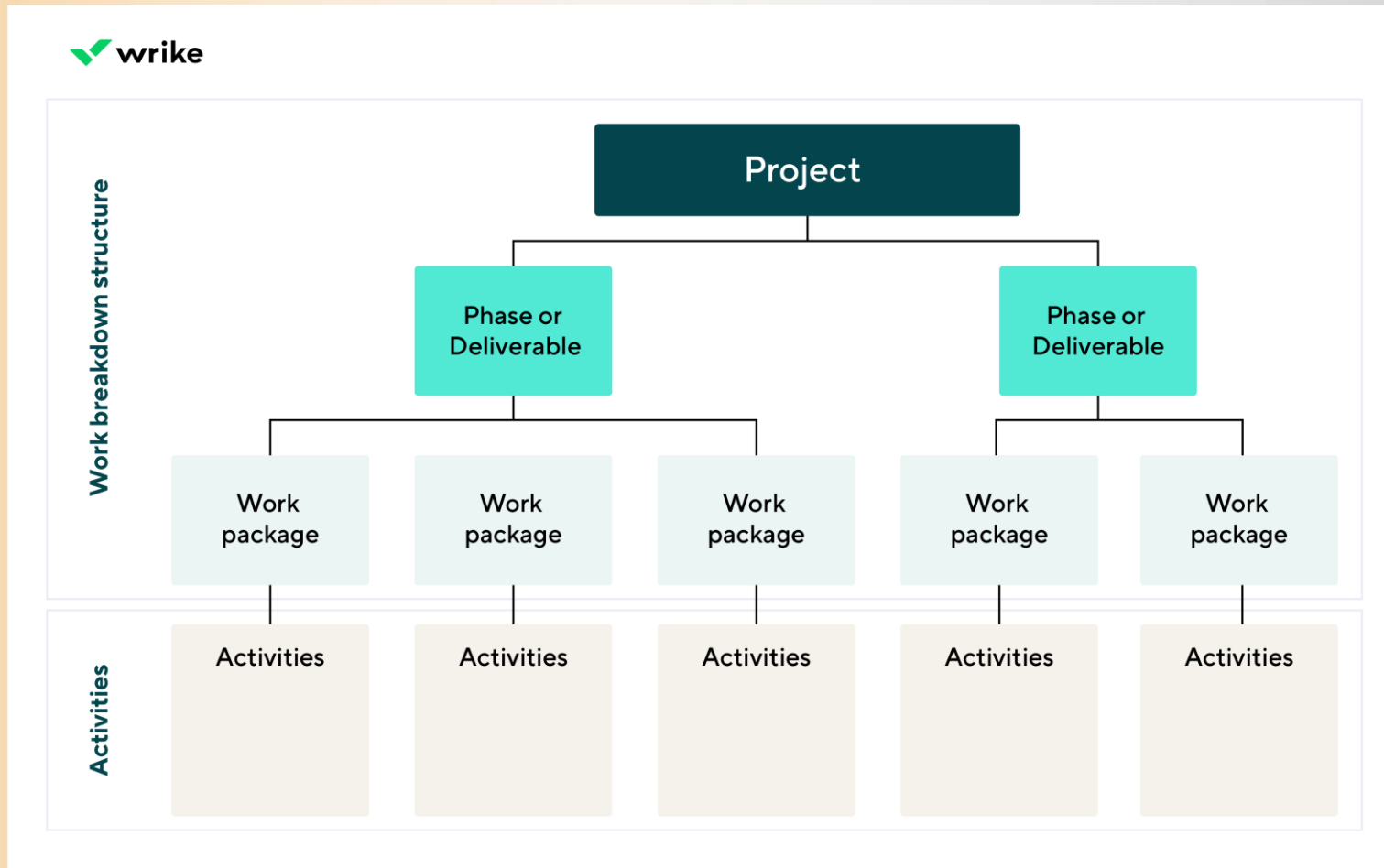
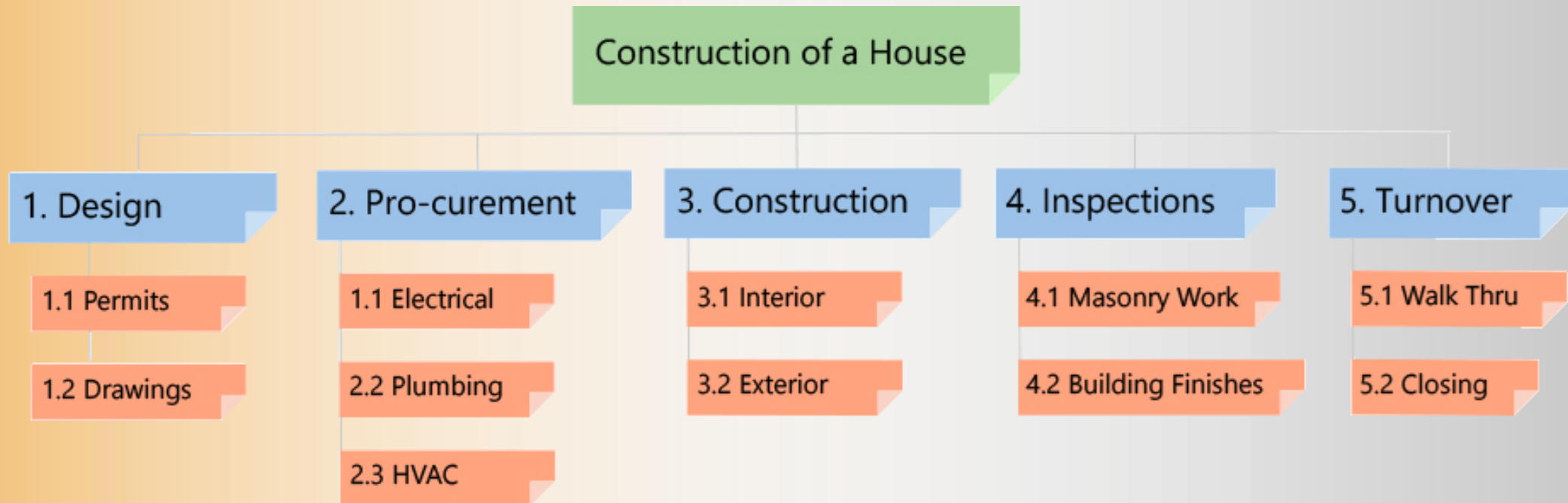# Project Lifecycle

Initiation

Planning

Execution

Closing

Project Triangle

Cost

Scope/Quality

Time

Tool #1: Work Breakdown Structure (WBS)

Tool #1 example: WBS by deliverables

Halloween Party WBS

1. Food & Venue

- **1.1. Catering**
  - 1.1.1. Canvas caterers
  - 1.1.2. Collect food allergy list
  - 1.1.3. Finalize menu
  - 1.1.4. Confirm caterers
- **1.2. Venue Reservation**
  - 1.2.1. Canvas venues
  - 1.2.2. Sign contract
  - 1.2.3. Pay reservation fee
  - 1.2.3. Full payment
- **1.3. Decor**
  - 1.3.1. Finalize theme & design
  - 1.3.2. Finalize theme & design
  - 1.3.3. Buy materials
  - 1.3.3. Put up decor

2. Costume Contest

- **2.1. Rules**
  - 2.1.1. Draft rules & criteria
  - 2.1.2. Get rules & criteria approved
  - 2.1.3. Set deadlines
  - 2.1.4. Publish rules
- **2.2. Signups**
  - 1.2.1. Create signup form
  - 1.2.2. Publish signup form
  - 1.2.3. Close signup form
- **2.3. Judges**
  - 2.3.1. Select judges
  - 2.3.2. Send out invites
  - 2.3.3. Finalize judges

3. Program

- **3.1. Talents**
  - 3.1.1. Hire host
  - 3.1.2. Hire performers
- **3.2. Props**
  - 3.2.1. Identify props
  - 3.2.2. Shop for props
  - 3.2.3. Assign props to hosts and performers
- **3.3. Program Flow**
  - 3.3.1. Draft program flow
  - 3.3.2. Have flow approved
  - 3.3.3. Create script

4. Invites & Promotion

- **4.1. Invitation**
  - 4.1.1. Design invitation
  - 4.1.2. Send out invitation
- **4.2. Guestlist**
  - 4.2.1. Send out RSVP
  - 4.2.2. Finalize guest list
- **4.3. Promotion**
  - 4.3.1. Social media plan
  - 4.3.2. Create posts
  - 4.3.3. Schedule publishing

Tool #2: Waterfall vs. Agile

Waterfall
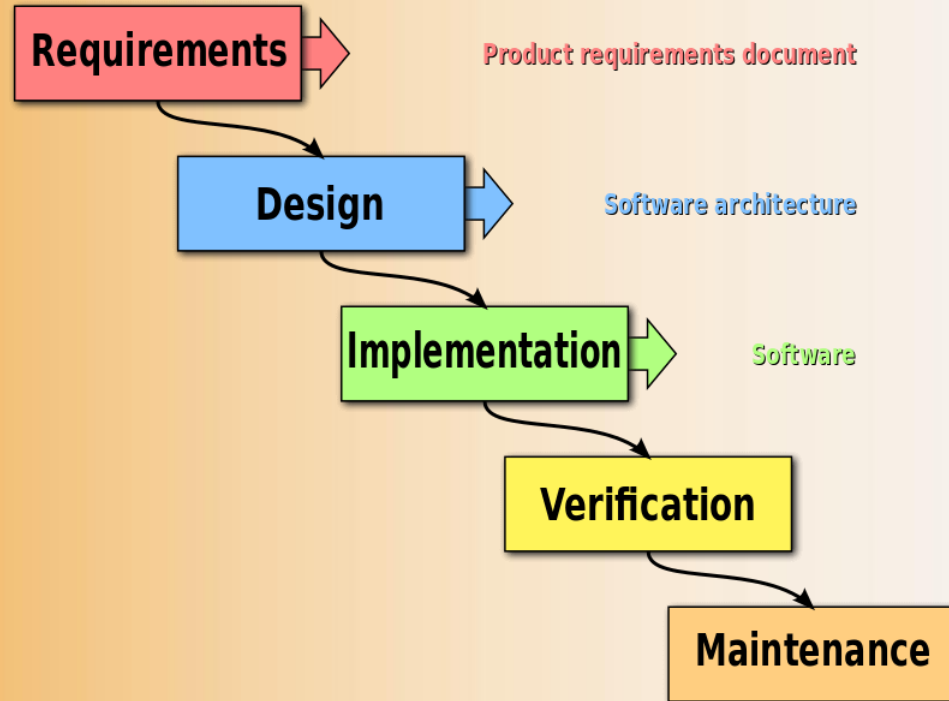
SCRUM (an Agile technique)

Requirements → Product requirements document

Design → Software architecture

Implementation → Software

Verification

Maintenance

VS.

Product Backlog → Sprint Backlog → 24 h / 30 days Sprint → Working increment of the software
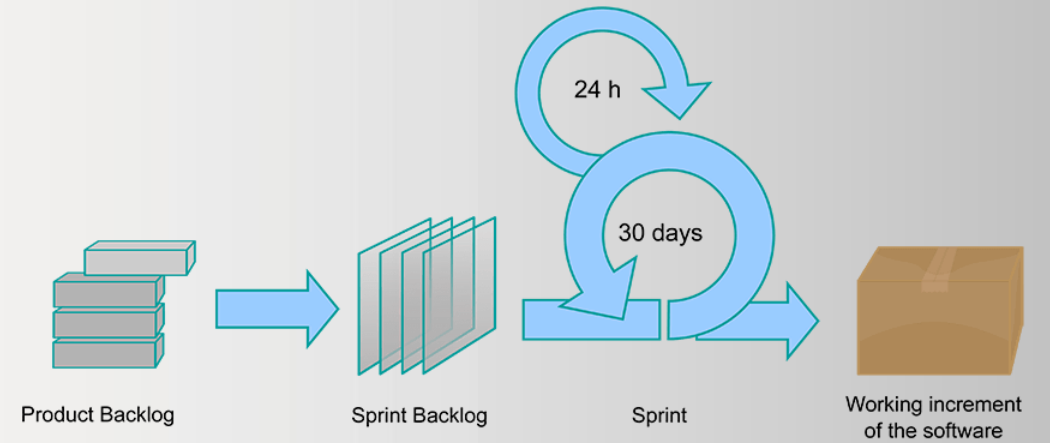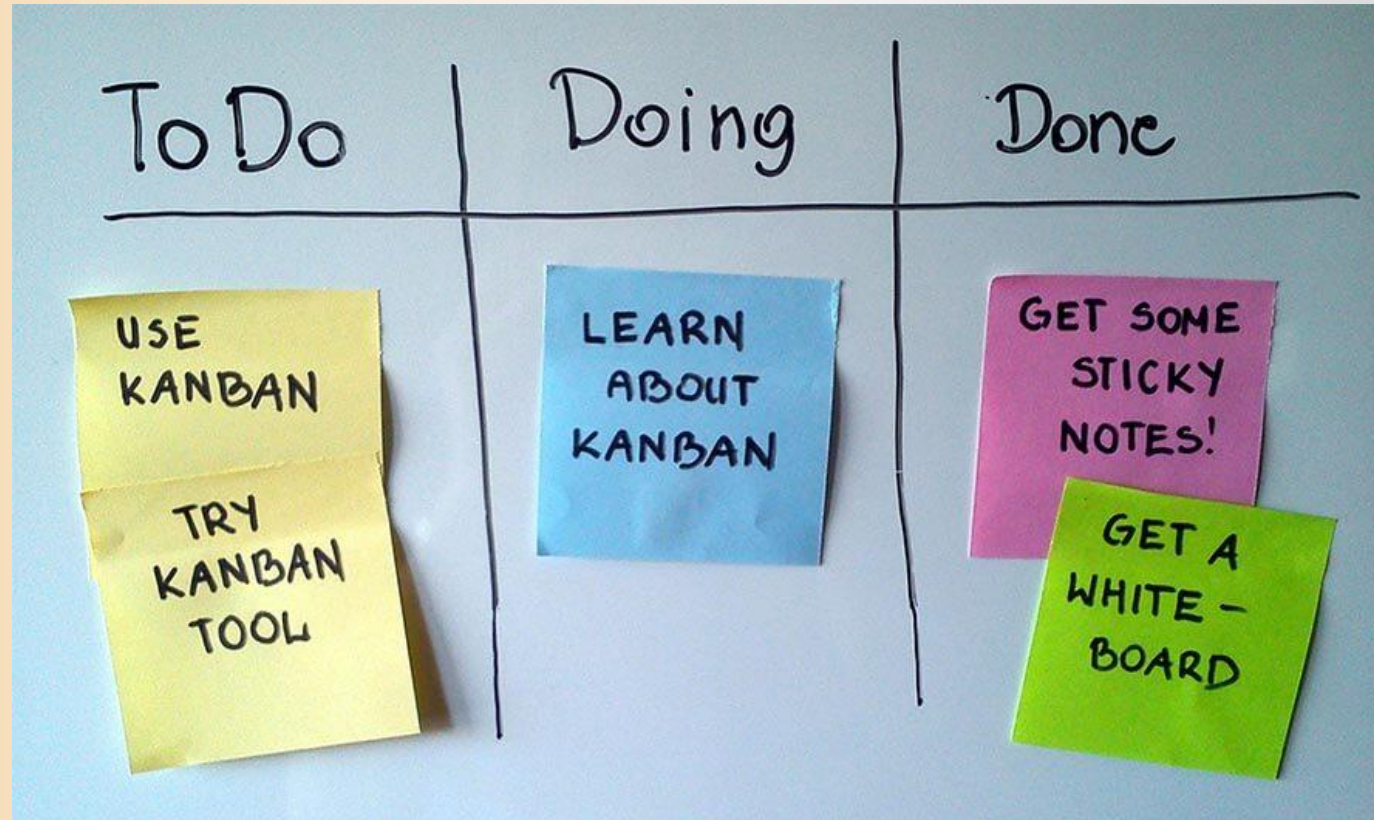
Tool #4: Gantt Chart

SCM to MHAIS Implementation Roadmap

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Initiation
- ID key Stakeholders
- Confirm Scope
- Establish Project Governance — ★ Project Kick Off

Planning
- Engage SCM Super Users
- MHAIS Training
- Svc/Team Mapping
- SCM Demo
- · Determine new Services in MHAIS
- · New clinical workflow in MHAIS
- · Approval
- ★ Functional Analysis Complete

Deployment Phase
- Register Users
- MHAIS Readiness Est. Service Profile
- Reconcile New Cases — ★ MHAIS Set Up Complete
- Est. Ongoing User Registration Process
- Active Cases Created in MAHAIS
- Data Quality — ★ Site Live
- Program to Review and determine active cases
- Site User Training — ★ Site Users Trained

Transition to Operations
- Determine Ops Support Structure
- Prep for GO LIVE
- Ops Support Live

Change Management
- Stakeholder Analysis — ★ Communication Plan @ @ @ Monthly Project Updates @ @ ★
- Ini. Communication & Baseline Survey
- Training Plan
- Lesson Learned and Final Assessment Survey
- Bi-weekly Champion Committee Mtgs

If you have any questions or comments, please feel free to reach out
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