

## Stages and Gateways

| Processes                | 1<br>Mandate         | 2<br>Proposal                                  | 3<br>Business Case                                           | 4<br>Start-Up                     | 5<br>Delivery                      | 6<br>Close              |
|--------------------------|----------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------|------------------------------------|-------------------------|
| Project planning         | Objectives & targets | Outputs<br>Outline timetable                   | Options appraisal<br>Scope & activities<br>Stages/milestones | Project Plan                      | (implement)<br>Project Plan        | Follow-on actions       |
| Resource management      |                      | Resource requirements<br>Funding options       | Project Budget(s)<br>Funding plan                            | Cost Codes<br>Project team        | Budget monitoring                  | Budget reconciliation   |
| Risk management          |                      | High level risk review                         | Risk identification & description                            | Risk analysis<br>→ Risk register  | Risk control & monitoring          | Residual risks          |
| Stakeholder management   |                      | Stakeholder identification                     | Stakeholder analysis                                         | Communications plan               | (implement)<br>Communications plan | Review and feedback     |
| Project controls         |                      | Corporate considerations                       | Lessons learned                                              | Project Initiation Document (PID) | Issues log<br>Change requests      | Lessons (to be) learned |
| Governance and Reporting |                      | Risk & Impact Assessment<br>→ Project category | Project structure and approvals                              | (Project Board)                   | Traffic light reports              | End project report      |

# Toolkit Project Management Tools

**Tom Kendrick**



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