

PROCESSES



1. The first step in the process is to identify the key stakeholders and their interests. This involves a thorough analysis of the project's context and the various parties involved.

2. Once the stakeholders are identified, the next step is to establish clear communication channels. This ensures that all parties are kept informed and can provide input as needed.

3. The third step is to develop a detailed project plan. This plan should outline the project's objectives, scope, and timeline, as well as the roles and responsibilities of each stakeholder.

4. The fourth step is to implement the project plan. This involves coordinating resources, managing risks, and ensuring that the project stays on track.

5. Finally, the project is completed and the results are evaluated. This allows for a retrospective analysis of what worked well and what could be improved for future projects.

Process Step	Key Activities	Responsible Party
1. Identify Stakeholders	Stakeholder Analysis, Interviewing, Mapping	Project Manager
2. Establish Communication Channels	Developing Communication Plan, Regular Meetings	Project Manager
3. Develop Project Plan	Defining Scope, Setting Milestones, Resource Allocation	Project Manager
4. Implement Project Plan	Task Delegation, Monitoring Progress, Risk Management	Project Team
5. Evaluate Results	Final Review, Reporting, Lessons Learned	Project Manager