

## PLANNING

1. Determine the purpose of the project.

2. Identify the stakeholders and their interests.

3. Develop a project charter and get approval.

4. Define the project scope and deliverables.

5. Create a Work Breakdown Structure (WBS).

6. Develop a project schedule and Gantt chart.

7. Identify resources and allocate them to tasks.

8. Develop a risk management plan.

9. Establish communication channels and protocols.

10. Obtain necessary approvals and funding.

11. Monitor and control the project progress.

12. Report project status and communicate changes.

13. Manage project risks and issues.

14. Close the project and evaluate performance.

15. Archive project documents and lessons learned.

16. Celebrate project success and recognize team members.

17. Review project outcomes and feedback.

18. Share project results and best practices.

19. Maintain project records for future reference.

20. Conduct a post-project review and analysis.

21. Document project lessons learned.

22. Update project templates and processes.

23. Reflect on project challenges and successes.

24. Celebrate project achievements and milestones.

25. Thank project sponsors and stakeholders.

## KINGSTON



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