**The Phases of Project Management**

* There are generally 4 Project Management Phases: 1) Clarify, 2) Plan, 3) Execute & Control, and 4) Close.
  + The **Clarify** process includes (a) creating a written Project Scope Statement, (b) submitting it for approval to Key Project Contact, (c) conducting interviews (if necessary), (d) redefining Scope Statement (if necessary), and (e) getting final approval on Project Scope Statement
  + The **Planning** process includes (a) identifying major pieces of the project, (b) breaking major pieces into areas of responsibilities of sub-sections, (c) assigning responsible person and budget for each major piece, (d) assigning estimated due dates to key milestones, (e) breaking each sub-section into activities and tasks, (f) sequencing and assigning estimated due dates to activities and tasks, (g) conducting a risk analysis, (h) creating a written work breakdown structure, and (i) reviewing work breakdown structure weekly and revise as needed.
  + The **Executing** and **Controlling** process includes (a) emailing, (b) managing time, and (c) meetings. There are tools such as a communication plan, status update form, and change request form that individuals may use.
  + The **Closing** process includes three areas that should be addressed at the end of the project (i.e., administrative closure, lessons learned, and celebration).