Business idea for school or portfolio

Proposal Creation (Sponsor and Project Manager Identified)

Portfolio votes on proposal and if approved ranks project

Once resources are available, ITDC approves starting the project.

Create Asana project and Reference Lessons Learned Library

Creation of project charter *Identify all stakeholders

Project charter signed by Sponsor, Project Manager, and Business Owner

Project Work Conducted

Contact PMO that project is completed. All project documents archived in Box

Lessons Learned completed and handoff to customer

Portfolio Project Process Flow
IT Operations Project Process Flow

Projects that must be done. System upgrades or maintenance items

IT Director identifies Project Manager and estimates resources needed

IT Director reviews urgency of project

Once resources are available, IT Director approves starting the project. PPMO notified of project start

Create Asana Project

IT Director, PM, and PMO decide on the detail required of the charter

Scope Statement / Charter signed off by applicable parties

Project Work Conducted

Handoff to customer

Contact PMO that project is completed. All project documents archived

Project completed
**Weber State University IT Div**

**Project Management Process**

<table>
<thead>
<tr>
<th>Initiating</th>
<th>Planning</th>
<th>Executing</th>
<th>Monitoring and controlling</th>
<th>Closing</th>
</tr>
</thead>
</table>
| - Develop project charter  
  - Identify Stakeholders  
  *Key Deliverable: Project Charter | - Collect requirements from stakeholders  
  - Define or refine scope  
  - Identify activities / tasks  
  - Sequence activities  
  - Estimate activity / task resources  
  - Estimate activity duration  
  - Develop schedule  
  - Estimate costs (if applicable)  
  - Develop budget (if applicable)  
  - Plan quality management  
  - Plan human resource management  
  - Identify risks  
  - Develop responses to risks  
  - Plan stakeholder management  
  *Key deliverable: project schedule and estimated completion date  
  *Update project documents and charter as needed | - Direct and manage project work  
  - Perform quality assurance  
  - Communicate project work  
  - Manage stakeholder engagement | - Monitor and control project work  
  - Validate the scope  
  - Control the scope  
  - Control the schedule  
  - Control the quality  
  - Control the project communications  
  - Control the risks and risk responses  
  *Key deliverable: project deliverables | - Close project or phase  
  - Handoff to customer completed  
  *key deliverable: Lessons Learned  
  *Archive ALL project documents in Box |

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**PROJECT / PHASE / SPRINT**
Request for technical assistance to the IT Division

IT Receives Statement of Work (SOW) from requesting department

If an IT Operations Project, its approved at the Director level

Portfolio Project: Portfolio votes on proposal and if approved ranks project

Once resources are available Director authorizes start of project and notifies PMO

Once resources are available, ITDC approves starting the project.

SOW acts as the project charter for project

SOW signed by Sponsor, PM, and Director

Project Work Conducted

Project work completed and all deliverables verified by customer

Contact PMO that project is completed. All project documents archived

Lessons Learned completed and handoff to customer