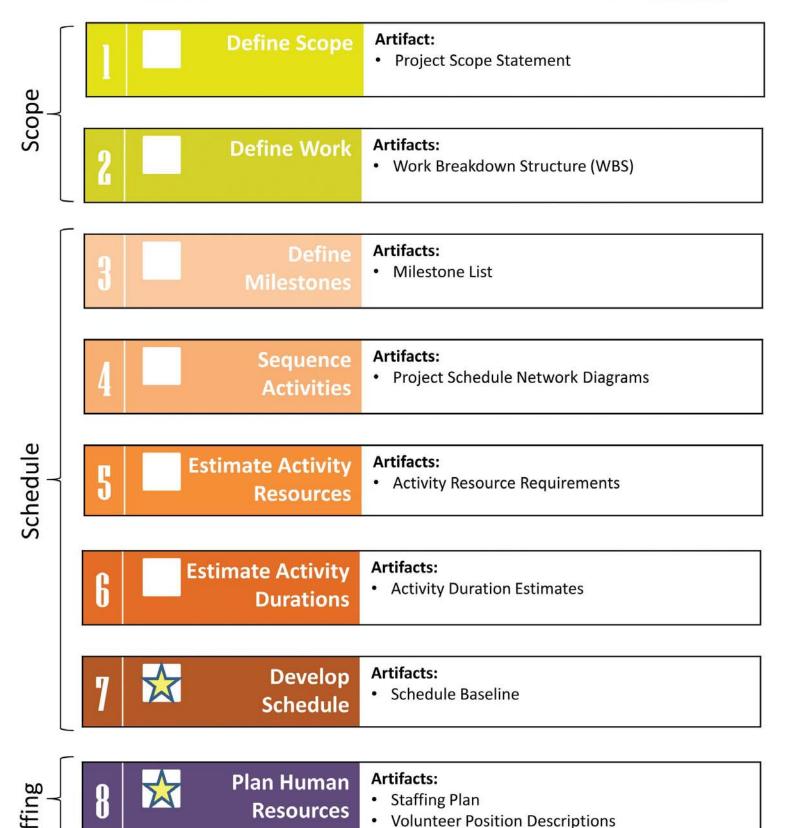
Project Maturity Roadmap



Starting Document







Closing Document

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Define Scope:

Develop a detailed description of the project and product.

Project Scope Statement:

Detailed description of the project scope, major deliverables, acceptance criteria, assumptions, and constraints.

Define Work:

Subdivide project deliverables and project work (scope) into smaller, more manageable components. ("Create WBS" and "Define Activities" in PMBOK)

Work Breakdown Structure (WBS):

Hierarchical decomposition of scope including activities to the lowest level of planning. Activity list should include definitions.

Define Milestones:

Identify project milestones as they relate to the WBS.

Milestone List:

List identifying all project milestones and indicates whether the milestone is mandatory, such as those required by stakeholders, donors, or the law.

Sequence Activities

Identify and document relationships among the project activities..

Project Schedule Network Diagrams:

Graphical representation of logical relationships (dependencies) among the project schedule activities.

Estimate Activity Resources

Estimate the type and number of human resources (staff or volunteers) or supplies required to perform each activity.

Activity Resource Requirements:

Identifies the type (or role) and quantity of resources required for each activity on the WBS. Requirements may be aggregated to determine estimated resources for each work package.

Estimate Activity Durations

Estimate the number of work periods needed to complete activities with resources.

Activity Duration Estimates:

Quantitative assessments of the likely number of time periods required to complete an activity. (May include a range.)

Develop Schedule

Analyze activity sequences, durations, resource requirements, and schedule constraints to create the project schedule.

Schedule Baseline:

Approved project schedule that presents linked activities with planned dates, durations, milestones, and resources. (Includes "Schedule Baseline", "Project Schedule" "Schedule Data", and "Project Calendars" in PMBOK)

Plan Human Resources

Identify and document project roles, responsibilities, skills, reporting relationships, and creating a staffing plan, including timetable for recruitment.

Staffing Plan:

Plan of human resources needed to complete the project (both staff and volunteer) and how they will be recruited and utilized.

Volunteer Position Descriptions:

Descriptions of volunteer positions needed based on activity resources identified and detailed in the staffing plan.