

Project Maturity Roadmap

Starting Document

Scope

1



Define Scope

Artifact:

- Project Scope Statement

2



Define Work

Artifacts:

- Work Breakdown Structure (WBS)

3



Define
Milestones

Artifacts:

- Milestone List

4



Sequence
Activities

Artifacts:

- Project Schedule Network Diagrams

5



Estimate Activity
Resources

Artifacts:

- Activity Resource Requirements

6



Estimate Activity
Durations

Artifacts:

- Activity Duration Estimates

7



Develop
Schedule

Artifacts:

- Schedule Baseline

8



Plan Human
Resources

Artifacts:

- Staffing Plan
- Volunteer Position Descriptions

Schedule

Staffing

Closing Document

Project Maturity Roadmap

Descriptions

Scope	1	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.
	2	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.
Schedule	3	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.
	4	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.
	5	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.
	6	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.)
	7	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)
Staffing	8	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.