Project lifecycle

Project Collection and Assessment

Project Intake form (smartsheets)
- Pre project gathering
- Define/Build project management tools

Project screening and selection (smartsheets)
- Inventory list
- Comparison of criteria and weighting
- Build road map

Project Formalization and Initiation

Project Summary (smartsheets)
- Project charter including business requirements, effort commitments, resource

Project Schedule/Plan (smartsheets)
- Detailed project schedule
- *includes Dashboard

Project Monitoring and Tracking

Meeting minutes (smartsheets or google doc)
- Weekly meeting notes, action items, attendees
- *includes RAID dashboard

Master Project Dashboard
- List of all active project, status, key deliverables

Project closeout
- Closeout and portfolio maintenance