



This is a formal request that identifies a need

[Request form](#) or [FREDquest](#) ticket

Establish the project

[Project Charter Form](#)
Business case
Initial budget
Operational needs

[Solution Analysis Form](#)
Compare various software or solution options

Create a plan of what needs to be done and when

[Project Plan Form](#)
Team
Milestones
Detailed budget
Timeline

[RACI Form](#)
Formally assign responsibility

Complete the work plan on time and within scope and budget

[Change Request Form](#)
For project changes

Formally end the project

[Project Close Form](#)
Lessons learned
What improvements can we make?
Client accepts work
Client evaluates project



Cabinet input, prioritization



CIO approves plan



PMO closes project