

	Initiating	Planning	Executing	Monitoring & Controlling	Closing
INTEGRATION	<ul style="list-style-type: none"> Authorize the project and project manager 	<ul style="list-style-type: none"> Developing a plan for the entire project. 	<ul style="list-style-type: none"> Direct and manage the project work. Integrate all moving parts and observe. Share knowledge and lessons learned. 	<ul style="list-style-type: none"> Monitor the project progress and report as appropriate. Manage changes – review change requests and decide approval/rejection. 	<ul style="list-style-type: none"> Close down the project or phase.
SCOPE		<ul style="list-style-type: none"> Planning how to manage scope on a project. Collecting requirements from stakeholders. Identifying all that needs to be done to meet requirements. Creating a visual hierarchy of work. 		<ul style="list-style-type: none"> Customer inspects the deliverable and decides approval or rejection. Monitor scope performance and prevent scope creep. 	
SCHEDULE		<ul style="list-style-type: none"> Planning how to develop the schedule. Create a list of tasks. Arrange the tasks in order. Decide how long each will take. Create the schedule. 		<ul style="list-style-type: none"> Monitor schedule performance and prevent delays. 	
COST		<ul style="list-style-type: none"> Plan how to manage project costs. Estimate each task cost. Add up all task costs to a total budget. 		<ul style="list-style-type: none"> Monitor budget performance and prevent cost overruns. 	
QUALITY		<ul style="list-style-type: none"> Plan how to manage quality of the project and deliverables. 	<ul style="list-style-type: none"> Check the process as work progresses. Audit and investigate poor process causes. 	<ul style="list-style-type: none"> Inspect the deliverable and verify compliance with requirements before sending to the customer. 	
RESOURCE		<ul style="list-style-type: none"> Plan how to acquire and manage resources. Decide on resource quantity and type. 	<ul style="list-style-type: none"> Hire the team, acquire physical resources needed. Team leadership and team building. Team management. 	<ul style="list-style-type: none"> Monitor physical resource usage & availability and ensure plan alignment. 	
COMMUNICATIONS		<ul style="list-style-type: none"> Plan what to communicate, why and when. 	<ul style="list-style-type: none"> Distributing needed information through hard-copy and in meetings. 	<ul style="list-style-type: none"> Monitor communications and ensure plan alignment. 	
RISK		<ul style="list-style-type: none"> Plan how to manage risks. Identify the risks, what could go wrong or right? Analyze the risks qualitatively. Analyze the risks quantitatively. Plan how to respond to the risks. 	<ul style="list-style-type: none"> Carry out the risk responses you decided on. 	<ul style="list-style-type: none"> Monitor risks and ensure approaches and methods are effective. Identify any new risks across the project. 	
PROCUREMENT		<ul style="list-style-type: none"> Decide whether to make or buy whatever is needed for the project. 	<ul style="list-style-type: none"> Select a seller and award a contract. 	<ul style="list-style-type: none"> Monitor and manage the contract. Ensure benefits and deliverables are realized. 	
STAKEHOLDER	<ul style="list-style-type: none"> Identifying project influencers and end users. 	<ul style="list-style-type: none"> Plan how to keep stakeholders interested and engaged. 	<ul style="list-style-type: none"> Keep stakeholders engaged as planned. 	<ul style="list-style-type: none"> Monitor the effectiveness of your stakeholder engagement and correct as needed. 	

PHILL'S PROCESS CONVERSION SHEET