












PROJECT DELIVERY FRAMEWORK



THE UNIVERSITY OF
CHICAGO

 1 - Discovery Phase 	INPUTS	OUTPUTS	Manage • Status Report* • Risks, Actions, Issues, and Decisions Log* • Meeting agenda and minutes • Change Request logs
	<ul style="list-style-type: none"> • Project Request Form* 	<ul style="list-style-type: none"> • Project Charter* • Project complexity classification • Key resource availability 	
 2 - Planning Phase 	<ul style="list-style-type: none"> • Project Charter* 	_____ <i>Phase Gate Approval</i> _____ <ul style="list-style-type: none"> • Stakeholder analysis • Communication Plan* • High-Level: <ul style="list-style-type: none"> • Requirements Document* (functional and technical) • Project Schedule* <ul style="list-style-type: none"> • Resource, cost and time estimates • System Architecture 	Manage • Status Report* • Risks, Actions, Issues, and Decisions Log* • Meeting agenda and minutes • Change Request logs
 3 - Design Phase 	<ul style="list-style-type: none"> • High-Level: <ul style="list-style-type: none"> • Requirements Document* (functional and technical) • Project Schedule* • Resource, cost and time estimates 	_____ <i>Phase Gate Approval</i> _____ <ul style="list-style-type: none"> • Functional Design Specification • Technical Design Specification • Test Strategy • Detailed Project Schedule and budget • Change Management Plan • Service Level Agreement (SLA) 	
 4 - Build Phase 	<ul style="list-style-type: none"> • Functional Design Specification • Technical Design Specification 	_____ <i>Phase Gate Approval</i> _____ <ul style="list-style-type: none"> • Test Plan* (with test cases) • Completed system testing • Unit test results • Draft implementation and production cutover plans 	
 5 - Testing Phase 	<ul style="list-style-type: none"> • Test Plan* (with test cases) • Defect tracking mechanism and processes 	_____ <i>Phase Gate Approval</i> _____ <ul style="list-style-type: none"> • Production Support Plan* • System testing results • Go/No-Go Criteria • Communication Plan execution • Change control approval • Final implementation plan and cutover scripts 	
 6 - Deliver & Close Phase	<ul style="list-style-type: none"> • Project Closeout Checklist* • Fully tested solution ready for deployment 	_____ <i>Phase Gate Approval</i> _____ <ul style="list-style-type: none"> • Working system in production • Project review with Lessons Learned captured • Assessment of Project Schedule, budget, and resources • Recognition for team members 	

*Required