






ITS Project Classification—Framework Requirements Matrix							
Phase	Artifacts	Activity	Project Class				
			1	2	3	4	5
	Project Proposal	Develop Project Proposal	X	X	X	X	X
		Problem/Opportunity Statement	X	X	X	X	X
		Goals and Objectives	X	X	X	X	X
		Assign Project Class	X	X	X	X	X
		Assign Project Manager	X	X	X	X	X
		Phase Gate – Initial Sponsor Approval	X	X	X	X	X
		Assign Project Core Team			X	X	X
	Project Charter	Develop Project Charter	X	X	X	X	X
		Work Plan (WBS)	X	X	X	X	X
		Resource Plan	X	X	X	X	X
		Risk Management Plan			X	X	X
		Communications Management Plan			X	X	X
		Issue Management Plan			X	X	X
		Procurement Plan			X	X	X
	Project Budget	Technical Review			X	X	X
		Exec Sponsor Review/Funding Approval	X	X	X	X	X
		Phase Gate – SMT Approval	X	X	X	X	X
		Team Assignments	X	X	X	X	X
		Conduct Sponsor Review/Funding	X	X	X	X	X
		Phase Gate – Sponsor Approval	X	X	X	X	X
		IT Project Governance			X	X	X
		Phase Gate – Project Approval	X	X	X	X	X
		Launch Kick-off Meeting	X	X	X	X	X
		Initial Risk Review	X	X	X	X	X
		Phase Gate- Resources Available and Final Schedule	X	X	X	X	X
	Issues/Risk Log	Project Plan Review and Assessment	X	X	X	X	X
		Schedule Management	X	X	X	X	X
	Status Report	Project change control Management			X	X	X
		Cost Management			X	X	X
	Change Request Form	Risk Management			X	X	X
		Issues Management			X	X	X
		Internal and External Communications			X	X	X
		Phase Gate – Implementation Approval	X	X	X	X	X
	Project Closure Review	Transition to Production		X	X	X	X
		Wrap-up Meeting			X	X	X
		Lessons Learned			X	X	X
		Administrative Closure	X	X	X	X	X
		Celebrate!	X	X	X	X	X

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