






ITS Project Classification—Methodology Requirements Matrix							
Key: R=Required; E=Recommended; O=Optional; n/a=not applicable							
Phase	Artifacts	Activity	Project Class				
			1	2	3	4	5
 Define	Project Proposal	Develop Project Proposal	O	E	R	R	R
		Problem/Opportunity Statement	R	R	R	R	R
		Goals and Objectives	R	R	R	R	R
		Estimated Schedule and Budget	R	R	R	R	R
		Assign Project Class	R	R	R	R	R
		Assign Project Manager	R	R	R	R	R
		Phase Gate – Initial Sponsor Approval	R	R	R	R	R
		Assign Project Core Team	R	R	R	R	R
 Plan	Project Charter	Develop Project Charter	O	E	R	R	R
		Work Plan (WBS)	O	E	R	R	R
		Resource Plan	O	O	R	R	R
		Risk Management Plan	E	E	R	R	R
		Communications Management Plan	R	R	R	R	R
	Project Budget	Project Budget	R	R	R	R	R
		Issue Management Plan	E	E	R	R	R
	Resource Assignments	Procurement Plan	R	R	R	R	R
		Technical Review	R	R	R	R	R
		Exec Sponsor Review/Funding Approval	R	R	R	R	R
		Phase Gate – SMT Approval	O	O	R	R	R
		Team Assignments	E	E	R	R	R
		Conduct Sponsor Review/Funding	E	E	R	R	R
		Phase Gate – Sponsor Approval	R	R	R	R	R
		IT Project Governance	n/a	n/a	R	R	R
Phase Gate – Project Approval	R	R	R	R	R		
 Launch		Launch Kick-off Meeting	E	E	R	R	R
		Initial Risk Review	E	E	R	R	R
		Phase Gate- Resources Available and Final Schedule	R	R	R	R	R
 Manage	Issues/Risk Log	Project Plan Review and Assessment	E	E	R	R	R
		Schedule Management	E	E	R	R	R
	Status Report	Project change control Management	R	R	R	R	R
		Cost Management	R	R	R	R	R
	Project Change Control	Risk Management	E	E	R	R	R
		Issues Management	E	E	R	R	R
		Internal and External Communications	E	E	R	R	R
		Phase Gate – Implementation Approval	R	R	R	R	R
 Close	Project Closure Review	Transition to Production	R	R	R	R	R
		Wrap-up Meeting	O	O	R	R	R
		Lessons Learned	R	R	R	R	R
		Administrative Closure	R	R	R	R	R
		Celebrate!	O	O	R	R	R