**Phases of a Project**

<table>
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<tr>
<th>What is it?</th>
<th>When to use it?</th>
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<tbody>
<tr>
<td>• The main underlying steps in any project management process so that people can see where they are</td>
<td>• For all projects whatever the methodology – Prince I/II, Microsoft Project, Super Project</td>
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<table>
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<th>How to use it?</th>
<th>What does it achieve?</th>
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<td>• As a simple framework to remember where you are with the implementation of a project</td>
<td>• Chunks the project into phases after which stop valves can be closed</td>
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<td>• A reminder of how the phases of a project relate to the Logical Problem Solving Process</td>
<td>• A reminder that projects are not finished at phase 2</td>
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<td>• Guides when and how to involve those affected by the project</td>
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**A project is......**

"any job or task that can be given a start and finish time in between which something is changed or improved."

Therefore any job can be turned into a project.

In working through the plans for yourself and your team there will be some action areas due to their importance, size or complexity that will benefit from a project team approach.

Others may be better handled by an individual but still remain a project. The process of implementing change however remains the same for both. The notes that follow describe the core steps that need to be taken to achieve success.
Phase 1 - Project Definition.

- What problem are you trying to solve?

- What outcomes are you trying to achieve?

- What time scale is involved? Who can be involved?

  February  April  June  October
Phase 2 - Scoping - Analyse the problem the resources needed and the way forward.

- What information can be gathered about the problem?

- What are the root causes of the problem?

- What are all the options for solving the problem what are the likely technical, cultural and political work streams?

- What resources are you likely to need? What contingencies?
Phase 3 Educate, involve and train those affected

- Communicate your plans to all affected by your project.
- Listen to their responses.
- Modify and add detail to your implementation plan from what they say. Choose the best solutions
- Make sure people have all the knowledge, written materials, training and skills they will need for them to be successful with the implementation plan.
Phase 4 Implementation.

- Help all those affected and involved do what they need to do in order for the plan to be implemented successfully.

- Be sure to listen to what people are saying and check the expected results are being delivered. Your plan may be incomplete - change and add as necessary – call in contingencies

- Check that it is done.
Phase 5  Evaluate against objectives and ensure the gains are held.

- Has the implementation delivered the outcomes and improvements required? What more might need to be done to consolidate this?

- What more can be done to improve it further and mainstream it?
- Project review and post mortem - What lessons can be learned for next time?

- Ensure that the achievement of all involved is recognised in a demonstrable way linked to their successes. Celebrate the achievement