

Dividing your project management activities into five key phases helps give your efforts structure and simplifies them into a series of logical and manageable steps.

- I. Initiation: In the initiation phase, the scope of the project work is defined. It is at this phase where the project manager begins to recruit a project team.
- II. Planning: The planning phase is critical and involves outlining the activities, tasks, dependencies, resources, budget, and timeline required to execute the project. In addition, risks are identified and contingency plans are agreed upon.
- III. Execution: The execution phase is where most of the work on the project gets done by the project team. During this phase, the project manager and team meet, monitor, and control project tasks to assure that expected outcomes are achieved.
- IV. Monitoring and Control: The Monitoring and Controlling phase oversees all the tasks and metrics necessary to ensure that the approved and authorized project is within scope, on time, and on budget so that the project proceeds with minimal risk. Monitoring and Controlling process is continuously performed throughout the life of the project.
- V. Closure & Evaluation: This is where the project manager, team, parish leadership, and pastor review how well the project was done. In a project closure & evaluation meeting, the team considers what went well, what should be done differently in the future, and what lessons they learned for future application or sharing with other project teams.