

# Project Management Cycle Detail

**(Define)**  
**BUSINESS CASE**

- Impact of Expenditure
- Needs Analysis
- Expectations
- Risks and Contingencies
- Budget Development

**(Plan)**  
**RFP**

- Mandatory (shall, must)
- Statement of Requirements
- Requirements
- Evaluation
- Sample Contract

**(Closure)**  
**FINAL EVALUATION**

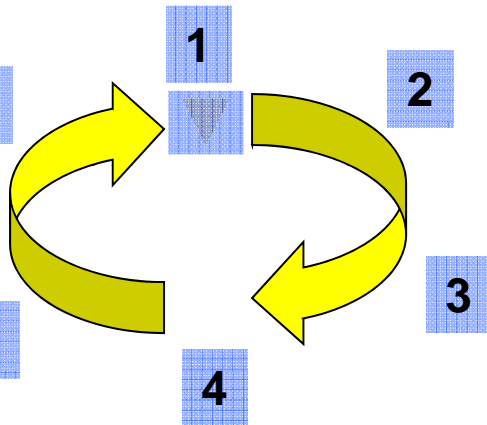
- Evaluation Form

**(Execute)**  
**AGREEMENT**

- Negotiation (made possible by RFP contents)
- Basics (Purpose, Term, Cost, Deliverables and, Payment Method)
- Special Provisions
  - Contractor & State Responsibilities
  - Change Management
  - Conflict Management
  - Performance Standards and Consequences

**(Control)**  
**TRACKING**

- Project Tracking Form



**(Execute)**  
**STATEMENT OF WORK**

- Deliverable Definition
- Work Plan
- Timeline
- Resources
- Ownership of Project

**PRIMARY OBJECTIVE**

- ✓ Control through Confidence
- ✓ Consistency throughout the State
- ✓ Successful Projects

Revised 03/06/2008