HFC Project Management Process

Summary Description

Initiating

The initiating phase defines the overall project and establishes the preliminary scope, deliverables, and project duration. The project agreement captures these elements; establishes roles and responsibilities for the park, Harpers Ferry Center, contractors, and stakeholders; and formally authorizes the project.

Initiating Process

Define the broad project and scope.

Assign a project manager.

Identify team members and stakeholders.

Validate funding.

Develop and sign the project agreement.

Planning

The team develops a strategy to determine how the project will be accomplished and to ensure the scope, deadlines, and cost considerations are met.

Planning Process

Refine the project scope.

Program the budget.

Develop the project work breakdown schedule into understandable work packages.

Identify risks.

Develop an evaluation plan.

Executing

Once contracts are awarded, a project "kick-off" meeting clarifies expectations for the park, Harpers Ferry Center, contractors, and stakeholders. The project management team must continue to foster open communication as the project is executed.

Executing Process

Award contracts for planning, design, production and/or fabrication as appropriate.

Conduct a value analysis with stakeholder involvement.

Prepare compliance documentation for:

- The Development Advisory Board
- Director's Approval
- Secretarial Clearance

Receive project deliverables from assigned team members.

Monitoring

The project is regularly monitored for quality assurance and progress is measured against the standards and expectations of the project agreement. When necessary, corrective actions are taken to keep the project on course.

Monitoring Process

Monitor the project scope.

Monitor the project schedule.

Monitor the project budget, including:

- Track all obligations and expenditures
- Certify all expenditures

Manage change.

Provide monthly status reports, including:

- Financial account of project budget
- Narrative account of project status
- Schedule updates

Closing

The project ends when all project tasks have been completed, all deliverables have been received, and all invoices have been paid.

Closing Process

Hand off completed project deliverables to park.

Measure customer satisfaction.

Complete contract and administrative closures.

Release resources.

Update project records.

Collect and share "lessons learned."

Archive project and project documentation.