

# The WSDOT 5-Step Project Management Process

	Initiate and Align	Plan the Work	Endorse The Plan	Work the Plan	Transition and Closure
Who is responsible?	*Project Manager	*Project Manager	*Project Manager	*Project Manager	*Project Manager
Who is involved?	**Project Team	**Project Team	**Project Team	**Project Team	**Project Team
What is it?	This step defines the what, identifies the team and what are they going to contribute to complete the assignment.	A work plan that specifically identifies who will do the work; with mutually agreed upon time frames and budget to accomplish the work.	An agreement of what is to be completed and by whom.	Actively managing the project progress and team performance.	A completed project or phase.
What are the steps?	<ul style="list-style-type: none"> <li>• Project Description</li> <li>• Boundaries</li> <li>• Team Identification</li> <li>• Team Mission</li> <li>• Milestones</li> <li>• Roles &amp; Responsibilities</li> <li>• Measures of Success</li> <li>• Operating Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• EPS/WBS</li> <li>• Schedule Development</li> <li>• Project Cost Estimate/Budget Development</li> <li>• Risk Management Plan</li> <li>• Change Management Plan</li> <li>• Communication Plan</li> <li>• QA/QC Plan</li> <li>• Transition &amp; Closure Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Endorsement.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the Scope, Schedule and Budget</li> <li>• Manage Risk</li> <li>• Manage Change</li> <li>• Communicate Progress, Issues and Lessons Learned</li> </ul>	<ul style="list-style-type: none"> <li>• Transition &amp; Closure</li> <li>• Lessons Learned</li> <li>• Rewards &amp; Recognition</li> <li>• Archiving</li> </ul>
What it looks like to team members.	Attend and participate in a general project kick-off and review.	Participate in the development of the: <ul style="list-style-type: none"> <li>• schedule at the task/ deliverable level,</li> <li>• estimate for deliverables they are responsible for,</li> <li>• risk management plan,</li> <li>• change management plan,</li> <li>• communication plan.</li> </ul>	Review schedule and estimate for consistency with earlier input and says “can do”. A project management plan approved by the team and ARA or equivalent.	Regular contact by project manager or representative to review adherence to the project plan. Initiate contact with project manager upon discovery of potential change. Actively monitor milestone dates for activities that implicate their work.	Participate in lessons learned, archiving and rewards and recognition.
What is the outcome or work product?	An understanding of what is to be produced, by whom and how the team will work together. A document which: <ul style="list-style-type: none"> <li>• describes who is on the team and their responsibilities.</li> <li>• identifies milestones and measures critical to the success of the team and project.</li> </ul>	A Project Management Plan (PMP) that includes a: <ul style="list-style-type: none"> <li>• refined scope of work,</li> <li>• baseline schedule,</li> <li>• current estimate and aging plan,</li> <li>• risk register that identifies/quantifies risk,</li> <li>• plan to identify what information is communicated; when it is communicated and to whom,</li> <li>• strategy for action when change occurs.</li> </ul>	A commitment by the individual team members and management agreeing to: <ul style="list-style-type: none"> <li>• who,</li> <li>• what,</li> <li>• when,</li> <li>• how much it will cost.</li> </ul>	Actively managed scope, schedule and budget. At a minimum monthly, document and report project status to clearly communicate: <ul style="list-style-type: none"> <li>• project progress,</li> <li>• new or potential issues</li> <li>• change to scope, schedule or budget.</li> </ul>	A completed project or phase, a transition (hand-off) document(s), records archived and a list of lessons learned

\* The Assigned Project manager is responsible for assuring total team participation (**Including Specialty Groups**).

\*\*A project team consists of the project manager, team members from their project office, team members from specialty groups such as Real-Estate Services, Environmental, Hydraulics, Traffic, Operations, Geotech, Bridge, Utilities, and any others that are needed to deliver the project.