



# Project Phase Definitions\*

## Plan and Initiate

- This is the first phase, where you establish a high-level view of the project and obtain the go-ahead and the funds to allow you to execute
- Planning and Initiation involves conducting a needs analysis and project goals in the form of a business case, developing a draft budget, obtaining project approval and identifying resources and stakeholders

## Gather Requirements

- This is the phase where you determine the needs of the customer and transform them into defined functions and operation of a service
- Requirements gathering involves finalizing the scope of the effort and then eliciting, analyzing and documenting the businesses' requirements and processes and producing a conceptual model that will meet customer expectations

## Design

- This is the phase where you decide what you are going to build and how – you plan a solution for the business problem specified by the requirement document by creating the architecture and logic of the proposed product or service
- Design involves evaluating solutions to get you there, and producing a prototype for customer feedback

## Develop

- This is the phase where you build the solution/service and write the code
- Development involves configuration, code review and unit testing

## Test

- This is the phase where you determine if what you built actually works
- Testing involves many different pieces, including system integration testing, usability and accessibility testing and user acceptance testing

## Deploy

- This is the phase where you move the service into production
- Deployment involves not only releasing the service to the community, but coordinating support and escalation paths and training users and evaluating the performance of the application once live

## Maintain

- This is the phase where the service is monitored, nurtured and supported
- Maintenance involves documenting lessons learned, daily support, capturing and addressing enhancements and bug fixes, as well as hardware and software upkeep