**Project Work Blocks***Note: This is a high-level reference list; not exhaustive. Feel free to augment as needed/appropriate*

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| --- | --- | --- |
| Work Project Block | Common Activities | Typical Roles |
| Discovery | Identify initial project goals/objectivesInitial scope definitionIdentifying teams/resources needed | Business Analyst; Subject Matter Experts (SMEs); Leadership |
| Planning | Developing work breakdown structure (WBS)What work needs to be done at task level; task assignments, etc.Identify service owner/product owner | Project Team; Business Analyst; Project Managers; Subject Matter Experts (SMEs); Project Team; Training; Reporting; UX/UI; Systems Administrators; etc. |
| Requirements Gathering | Specific deliverables identifiedSpecification documents createdUser stories; Use cases | Business Analyst; Subject Matter Experts (SMEs); Infosec; Training; Reporting |
| Purchasing/Contracts | Submit checklists; HECVATs, VPATsWork on vendor/software/hardware contractsRFIsHardware purchases, etc.Identify vendor contact on project\*\*Allow significant time in this area\*\* | Business Analyst; Subject Matter Experts (SMEs); Financial staff; authorized signatories; Systems Analysts (Checklist routing); ITS teams for reviews on software/hardware |
| Design | System architectureUser interfaceInitial wireframesUser stories; story boards; Use casesTechnical specifications created | Project Team; UX/UI;Solutions Designer (Systems Analyst);Business AnalystSystems Architect; Development; Infosec |
| Prototyping | Developing wireframes;Design work sessions;Focus groups; | Project Team; UX/UI;Solutions Designer (Systems Analyst);Systems Architect; Development |
| Build/Development | Setup/install hardware, servers, platformDevelop custom coding, etc.Application configuration | Project Team; Developers; Config; Business Analyst; Infrastructure; Platform |
| Testing: Unit Testing | Develop test of build before release to user testing;Redevelopment  | DevelopmentConfigurators |
| Testing: User Acceptance Testing | User testing of build/development/configurations;Systems hardening (hack test) | Project Team; Business Analyst; Subject Matter Experts (SMEs); Training; Reporting; Infosec |
| Sign-Off | User sign-off; accepting end product for Production | Project Team; Business Analyst; Subject Matter Experts (SMEs); Reporting; Infosec |
| Training | Technical staff training;End-User training; | Project Team; Development; Business Analyst; Subject Matter Experts (SMEs); End Users, etc. |
| Go Live | Move to PR; Verify PR migrations | CMT; Development; Infrastructure; Configurators; Business Analyst |
| Closing | Create sustainability plansU&F testing plans for future useProject closing reportTransition to service owner/product owner | Project Team; Business Analyst; Subject Matter Experts (SMEs); Project Managers; Service Owners |
| Operational Support | Set-up OPS support on processesBug logs; Release PlanningRoad Map | Business Analyst; Subject Matter Experts (SMEs); OPS; Product Mgrs |

*Schedule Template*

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| --- | --- | --- |
| **Month 1** | **Month 2** | **Month 3** |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 1 | Week 2 | Week 3 | Week 4 | Week 1 | Week 2 | Week 3 | Week 4 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

*Sample timeline: My Project Title*

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| --- | --- | --- |
| **Month 1** | **Month 2** | **Month 3** |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 1 | Week 2 | Week 3 | Week 4 | Week 1 | Week 2 | Week 3 | Week 4 |
| Discovery | Planning | Design | Testing | Sign Off | Go Live |  |