**Lifecycle of a project** ( There are various versions and different names, but the main idea remains. Have a look at the handout to get a clearer idea. The tasks are divided into the phases where they typically occur, however, depending on the nature of the project, some of the tasks may shift based on their importance (usually to the earlier phase). Critical thinking is important to determine which steps you need to take and when. We will try to address it during our classes.)

* Design – development-deployment

or

* PREPLANNING PHASE = Initiation (needs analysis, ethnographic research, goal, investor request,…) – design (goal, budget, risks, deliverables)- PLANNING PHASE= … getting approval based on deliverables, monitoring of the progress as well as quality; - CLOSING PHASE = presenting the product, final approval, post-project review

Or

* Initiation – planning – execution – control - closing

**Initiation**

* **Objective**: Define the project at a high level and establish its feasibility.
* **Tasks**:
	+ **Identify the Project Goals**: Clearly define what the project aims to achieve.
	+ **Conduct Needs Analysis**: Determine the needs or problems the project will address.
	+ **Stakeholder Identification**: Identify all stakeholders involved in or affected by the project.
	+ **Initial Research**: Gather basic information relevant to the project topic.
	+ **Project Proposal**: Create a proposal outlining the project’s objectives, scope, and initial ideas.

**2. Planning**

* **Objective**: Develop a detailed project plan that guides the team through execution.
* **Tasks**:
	+ **Define Scope**: Establish what is included in the project and what is outside its boundaries.
	+ **Create a Project Plan**: Develop a roadmap that includes milestones, tasks, and timelines.
	+ **Budgeting**: Estimate costs and allocate resources.
	+ **Risk Assessment**: Identify potential risks and develop mitigation strategies.
	+ **Assign Roles and Responsibilities**: Determine who will be responsible for each task.
	+ **Develop a Communication Plan**: Set up protocols for how the team will communicate internally and externally.

**3. Execution**

* **Objective**: Carry out the project plan to produce the deliverables.
* **Tasks**:
	+ **Task Implementation**: Begin working on assigned tasks according to the project plan.
	+ **Monitor Progress**: Track progress against the project timeline and adjust as needed.
	+ **Quality Assurance**: Regularly review work to ensure it meets the project's quality standards.
	+ **Team Coordination**: Hold regular meetings to discuss progress, challenges, and next steps.
	+ **Documentation**: Keep records of completed work, decisions made, and any changes to the plan.

**4. Monitoring and Controlling**

* **Objective**: Ensure the project stays on track and meets its objectives.
* **Tasks**:
	+ **Performance Measurement**: Compare actual progress against the project plan.
	+ **Issue Management**: Address any issues or challenges that arise during execution.
	+ **Change Management**: Implement any necessary changes to the project scope, schedule, or resources.
	+ **Risk Management**: Continuously monitor risks and apply mitigation strategies as needed.
	+ **Stakeholder Communication**: Keep stakeholders informed of progress, issues, and changes.

**5. Closing**

* **Objective**: Finalize the project, deliver the outcomes, and assess performance.
* **Tasks**:
	+ **Final Deliverables**: Complete and submit all project deliverables.
	+ **Project Review**: Conduct a final review to assess whether the project met its objectives.
	+ **Stakeholder Feedback**: Collect feedback from stakeholders on the project process and outcomes.
	+ **Documentation and Reporting**: Prepare final reports and documentation for the project.
	+ **Lessons Learned**: Reflect on the project to identify successes and areas for improvement.
	+ **Celebrate Success**: Acknowledge the team's hard work and celebrate the completion of the project.

LITERATURE:

The materials used combine several sources including the consolidation of the items through Chat GPT. The main published sources that were used and are available are:

David Hutchison. *Project Management Learning: A Project Management Approach*.EduProject.org Publication. *EduProject.org*. PDF. < <http://www.eduproject.org/handbook/EduProject_Handbook.pdf>>.

Elizabeth C. Hoffmann. Project Management : Practices, Challenges and Developments. (2013). ProQuest Ebook Central, <https://ebookcentral.proquest.com/lib/masaryk-ebooks/detail.action?docID=2145877.>

Key Principles for Project-Based Learning. Lucas Education Research. George Lucas Educational Foundation.