

## agilePMP<sup>SM</sup> Project Methodology

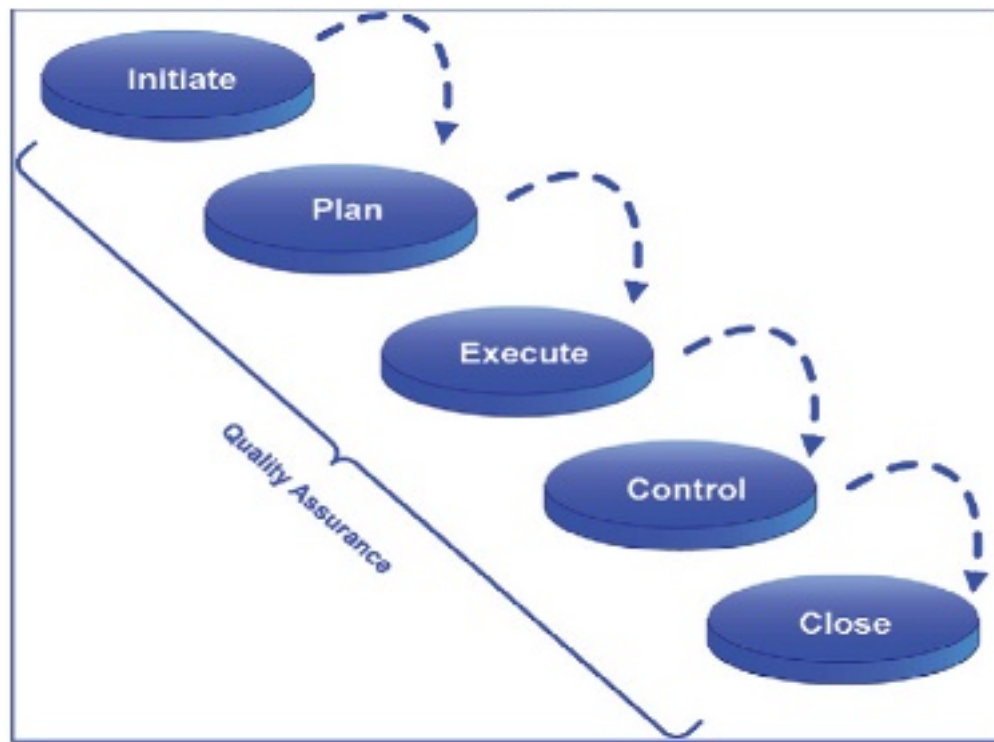
Project methodology is one of the most important facets of any project's forward momentum and must be executed with proper management and event scheduling, clear and accurate communications between all involved parties, and effective design and planning.

The agileTCP™ requirement-oriented approach to project planning employs a structured methodology that accounts for your business goals, objectives, vision, functional requirements, and technical requirements while ensuring that value and benefit to your organization are the driving force behind all project efforts. We also pay close attention to existing systems and services that must be retained in order to maximize the use of those entities whenever possible.

At agileTCP, we employ our proprietary agilePMP<sup>SM</sup> methodology across every project to ensure optimal results in meeting your needs. Our project methodology utilizes a step-wise, collaborative approach that addresses the crucial elements – definition, selection, design, plan, and execution – involved in conducting any technology-oriented or training development project. Incorporating best practices, tools and techniques from the Project Management Institute (PMI) and the American Society of Training Developers (ASTD), our agilePMP methodology ensures quality project and training deliverables with consistent, predictable results.

Our rigorous agilePMP methodology includes the following project management processes:

### agilePMP Methodology Key Processes





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## Step One: Initiation Processes

- Process: Demonstrate Need/Feasibility – confirm need exists for undertaking project to include description (in broad terms) of the deliverables, means of creating deliverables, associated costs of creating and implementing deliverables, and benefits obtained by implementing deliverables. Key outputs for this process include a feasibility study, constraints/assumptions, site survey, current state definition, future state definition, and gap analysis.
- Process: Obtain Project Authorization – determine final “go/no go” decision via client sponsor, assign client project manager, develop project charter formally recognizing the project, and issue project charter within client organization via an appropriately high-ranking manager external to the project to ensure project needs are met. Key outputs for this process include a project charter.
- Process: Obtain Phase Authorization – establish sponsor’s authorization for project manager to apply organizational resources to a particular phase’s activities, obtain written phase approval formally recognizing phase existence, and issue phase approval to client organization via an appropriately high-ranking manager external to the project to ensure project needs are met. Key outputs include phase acceptance and phase authorization.

## Step Two: Planning Processes

- Process: Scope Development – identify project objectives and major project deliverables, develop a written scope statement with that information that forms the basis of an agreement among the project team (client and agileTCP personnel) regarding future project decisions, develop scope definition, and provide change management and verification activities. Key outputs include scope statement, work breakdown structure, and change management plan.
- Process: Time Management – perform activity definition, activity sequencing and estimating durations activities and develop associated schedules. Key outputs include network diagram, task list, resource list, and project schedule.
- Process: Cost Management – develop a spending plan to include amount to be spent on each resource and the timing of each expenditure. Key outputs include cost baseline or time-phased budget for measuring/monitoring costs, cost management plan describing the handling of cost variances, supporting details to include assumptions and constraints, cost estimates for completing each activity, budget plan, and budget estimate.
- Process: Quality Management – identify quality standards relevant to the project, determine how to satisfy those standards, evaluate overall project performance at regular intervals, monitor specific project results to determine if they comply with relevant quality standards, and identify ways to eliminate causes of unsatisfactory performance as necessary. Key outputs include quality management plan and verification checklist.
- Process: Communications Management – determine information and communications needs of project stakeholders, distribute information, and report performance and administrative closure. Key outputs include communications plan, change requests, and performance reports.
- Process: Human Resource Management – identify, document, and assign project roles, responsibilities, and reporting relationships as well as acquire and develop staff as necessary. Key outputs include organizational chart, resource allocation matrix, escalation chart, and staff management plan.
- Process: Risk Management – create risk management plan, to include identifying specific risks and determining responses to potential risk events. Key outputs include risk analysis, risk management plan, and risk response plan.
- Process: Resource Management – acquire products and services outside agileTCP as needed for executing project. Key outputs include statement of work, contracts, formal bidding process (RFP/RFI/RFQ), and proposals.
- Process: Project Plan Development – assemble all documentation into one cohesive project plan that comprehensively includes all outputs from preceding project planning processes and activities. Note: this plan is much more comprehensive than a Microsoft Project schedule, which is included in this process. Key outputs include project plan.



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#### Step Three: Executing Processes

Process: Work Results Created – develop work results/deliverables, manage changes, measure progress, assess team performance and manage contracts. Key outputs include updates, meeting minutes, performance reviews, status reports, quality reviews, change requests, and performance appraisals.

#### Step Four: Controlling Processes

Process: Quality Review – inspect project quality, complete any necessary re-work, and update project plan and scope accordingly. Key outputs include updates, meeting minutes, corrective action reports, status reports, quality reviews, and change requests.

#### Step Five: Closing Processes

Process: Formal Project Acceptance – complete formal, written acceptance of all products and results, update project records for archive and plan for follow-up/hand-off activities. Key outputs for this final stage include formal acceptance, lessons learned, project archives, and post mortem report.

Using agileTCP's disciplined agilePMP project management methodology ensures that every project remains on course via uniform rules and procedures. Decision-making paths and processes are clearly defined. Deadlines, costs and resources are systematically controlled. And each process within the overall project management activity chain is coordinated to ensure seamless process execution.

## about agileTCP

agileTCP ([www.agileTCP.com](http://www.agileTCP.com)) is a knowledge management and training solutions company based in Austin, Texas that provides technology-driven solutions by working with clients to transform, control and package business intellect. Since 1996, agileTCP has been meeting and exceeding the training and knowledge management needs of companies worldwide. Our proven techniques, methodology and subject matter expertise have maximized business value for our clients, including increased operational efficiencies of over 80%, reduced training costs of over 40% and substantially increased revenue across our client base. For more information on agileTCP, please visit [www.agileTCP.com](http://www.agileTCP.com) or call 512-732-2223.