

VENUESLIVE PROJECT MANAGEMENT FRAMEWORK

1

APPROVAL



1. Develop a business case and/or project brief
2. Gain business validation and approval



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- Business Case
 - Project Brief
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2

PLANNING



1. Establish project team
2. Define scope and requirements
3. Develop project plan
4. Develop budget
5. Determine procurement methods



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- Project Plan
 - Business Requirements
 - Budget
 - Procurement Strategy
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3

IMPLEMENTATION



1. Task management
2. Budget management
3. Issue and risk management
4. Reporting and documentation
5. Testing and training



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- Project Status Reports
 - Testing and training plan
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4

CLOSURE



1. Transition project to business
2. Finalise budget
3. Post implementation review



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- Business Transition Agreement
 - Post Implementation Review
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