

# Networking Projects Process flow A-Z

## First Draft RM



# 4. Step process

## 1. BUSINESS REQUIREMENTS (Kick Off Meeting)

This contains the exact details of the project as requested by the Stakeholder with his expectations.

This document should be signed by the said person at the beginning and signed off at the end on completion.

Important is, once this document is signed at the beginning it should not be altered or changed without the full consent of all parties involved.

## 2. PROJECT WORKBOOK

This is tool which will contain the basic data of the site and project involved and will be continuously updated with the latest information and status of the project as it progresses. This will be the main data source for the IT manager/Stakeholder as to the current status of their project.

## 3. SCOPE OF ACTIVITIES

This is purely technical document which will list in details all the technical steps what are needed to be carried out and what issues could arise.

## 4. SIGN Off (run and support handover to local/regional teams)



# 1. BUSINESS REQUIREMENTS v1.03 (FOR IS MANAGER).doc

Requirement ID	1.	Requirement Type	Technical
Requirement Description			
Expected Completion date			
Requestor Sign Off Acceptance Criteria			
Basic Draft Plan of Solution with any issues which could affect this to be noted here  (a more detailed broken down list of tasks is available in the 3. SCOPE OF ACTIVITIES documentation)			



## 2. PROJECT WORKBOOK v1.02.xls

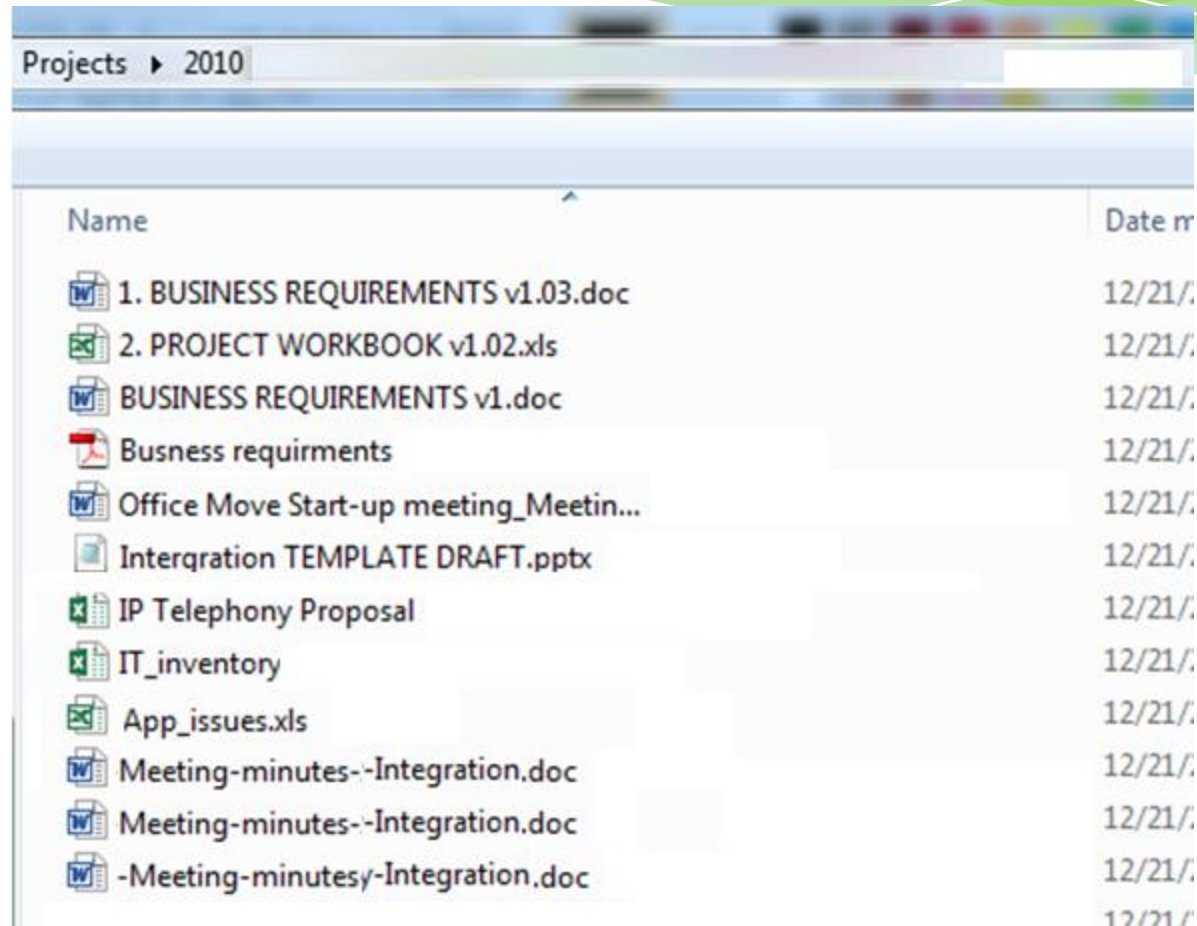
[illegible]

Attendees					
In attendance	Name		In attendance	Name	

Agenda/Minutes	
1. Agenda	a. b. c.
2. Documentation	



# Example of a Project Directory



Name	Date modified
1. BUSINESS REQUIREMENTS v1.03.doc	12/21/11
2. PROJECT WORKBOOK v1.02.xls	12/21/11
BUSINESS REQUIREMENTS v1.doc	12/21/11
Business requirments	12/21/11
Office Move Start-up meeting_Meetin...	12/21/11
Intergration TEMPLATE DRAFT.pptx	12/21/11
IP Telephony Proposal	12/21/11
IT_inventory	12/21/11
App_issues.xls	12/21/11
Meeting-minutes--Integration.doc	12/21/11
Meeting-minutes--Integration.doc	12/21/11
-Meeting-minutesy-Integration.doc	12/21/11

