Commission on Excellence and Innovation in Health.

Project Lifecycle

Idea, opportunity, issue or problem presented

Discovery

Identify problem to be solved and decide whether the organisation is best placed to design a project (aligned with strategic goals)

Essential:
- Project Plan—Discovery section

Supporting tools (optional):
Design thinking tools:
Problem tree
Eisenhower matrix
Empathy map
Experience mapping
Stakeholder mapping and analysis

DECISION POINT
Consider leadership approval
Executive Sponsor and Project Lead allocated

Project Design

Identify project objectives and outcomes and define project boundaries

Essential:
- Project Plan—Design section

Supporting tools (optional):
Project management software
Stakeholder Engagement Plan
Design thinking tools
Partnership Agreement
Logic model

DECISION POINT
Seek leadership approval of project design

Planning

Detailed planning including milestones, resources, evaluation, communication, risks and stakeholder requirements

Essential:
- Project Plan—Planning section
  OR
- Business Case Template (only for projects requiring significant additional resources)

Supporting tools (optional):
Project management software
Communications Plan
Evaluation Plan

DECISION POINT
Executive Sponsor approval of project plan and budget

Delivery

Implement and monitor project as planned, adjust if required

Supporting tools (optional):
Project management software
Project Progress Report
Change Requests

Closure

Evaluate and report on project outcomes. Learning is shared and transition to business as usual planned (if appropriate)

Essential:
- Project Closure Report
- Evaluation Report

Supporting tools (optional):
Project management software
Lessons Learned Log

DECISION POINT
Executive Sponsor project review and sign-off

Transition (if required)

Project impact or approach is integrated sustainably into relevant organisation(s) or a follow up project is planned.

Gateways to the next stage of the lifecycle – Consider obtaining approval to proceed before committing more resources