This diagram has been developed to assist with managing your project and outlines the minimum standard required for ANU projects.

The Project Management Policy, Procedure, Guidelines and Templates are available at: policies.anu.edu.au

**Project Management Methodology**

**KEY:**

- **C** = CREATE the document using the project management templates
- **R** = REFER to this to inform document development in this stage
- **U** = UPDATE the document (if required)
- **A** = APPROVAL by relevant governance required to progress further
- **O** = OPTIONAL document, only if required

<table>
<thead>
<tr>
<th>Stage</th>
<th>Document Description</th>
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</table>
| **1 Approval and Startup**                                           | - IT Project Proposal [C / A / O]  
- Business Case [C / A]  
- Cost Benefit Analysis [C / A]  
- Project Brief [C / A]  
- Budget Management [C / A]  |
| **2 Planning**                                                       | - Project Planning Document [C / A]  
- Communications Plan [C / A]  
- Business Case [R]  
- Budget Management [U]  
- Managing Change [O]  
- Issues log [C / U]  
- Risk Register [C / U]  |
| **3 Execution**                                                      | - Project Status Report [C / A]  
- Budget Management [U]  
- Managing Change [O]  
- Lessons Learned Log [C]  
- Issues log [U]  
- Risk Register [U]  
- Project Variation [O]  |
| **4 Close**                                                          | - Project Closure Report [C / A]  
- Budget Management [U]  
- Cost Benefit Analysis [U]  
- Lessons Learned Log [U]  
- Business Case [R]  |
| **5 Post Implementation Review**                                     | - Post Implementation Review [C / A]  
- Cost Benefit Analysis [U]  
- Lessons Learned Log [U]  
- Business Case [R]  |