

Phase 3 Approval

by Sophia



WHAT'S COVERED

This lesson will discuss how to obtain approval for the third phase of the project lifecycle, the stage when all work is completed. Two areas of focus in this tutorial include:

1. Phase Approval

It's the project manager's responsibility to determine when all deliverables have been generated and when they are ready for review and approval by the stakeholders. All deliverables must meet the performance and quality expectations outlined in the project scope. If they don't, additional work will need to be scheduled to bring the deliverables up to the required standard. If the deliverables are ready, then the project manager prepares for the phase three approval.

The project manager should schedule a meeting with the project sponsor and with any key stakeholders who have sign off authority for the project. The goal of the meeting will be to gain approval to move on to the next phase. As you might recall from a previous lesson, the approval to move on from a phase is called a gate.



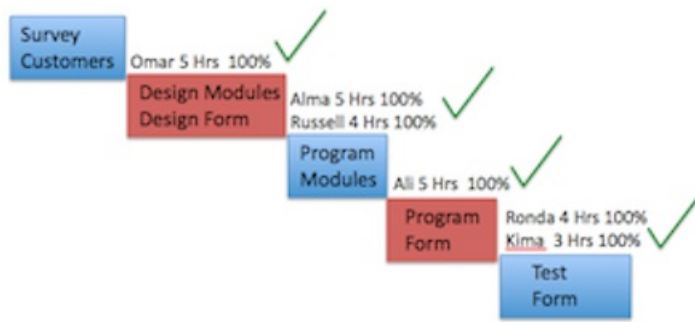
BRAINSTORM

You may have moved through an approval “gate” without realizing it. Can you think of a time when you may have needed approval and therefore moved through an approval “gate” in your professional life?

2. Phase 3 Sign Off

The project manager prepares the following information for the approval meeting:

1. Requirements and the deliverables specifications from the project scope are reviewed to demonstrate that all have been satisfied.
2. Schedule is reviewed to show that all tasks are 100% complete. The schedule should be compared to the project baseline, and the project manager should explain any areas where the actual schedule deviated from the planned schedule.



3. Budget is reviewed. The project manager should note whether the project came in over or under budget and how it compares to the project baseline. They should also note how much, if any, of the budget reserve was used.

Website Project Budget	
Design Phase	\$2,480
Build Phase	\$8,900
Testing Phase	\$1,800
Management	\$1,175
Software	\$1,000
Subtotal	\$15,355
Reserve - 12%	\$1,842
Total Budget	\$17,197

ACTUAL: \$16,122

4. Transfer of deliverables. Transition into an operational state will officially close the project.



SUMMARY

In this lesson, you learned the process a project manager uses to gain approval for phase three of a project including **phase approval**, which focuses on making sure deliverables are ready for review. In the final step, **phase 3 sign off**, you learned that the baseline is an important component as scope, schedule, and budget are reviewed for deviation and summary of the project as a whole.

Source: This work adapted from Sophia Author Jeff Carroll.