

Attachment 2 – Timeline Legend Descriptions

Active IT projects progress through four major phases as shown below.

Active Projects	
1) Assess / Define	Determine the business case: the project feasibility, ultimate goals, objectives, stakeholders, costs, option analysis and recommendation.
2) Acquire / Plan	Development of technical and business requirements, tender or Request for Proposal (RFP) proponent evaluation, vendor selection, contract negotiation and award. Developing an outline or roadmap that the team will follow to complete the project, including resources and timeline.
3) Implement / Execute	Develop, configure, test, and release the project to production.
4) Stabilize	Support Project Launching, Project Monitoring & Control and Project Closure, includes release activities, bug fixes, minor improvements, and hand-off to operational teams.

Legend

ASSESS/DEFINE	ACQUIRE/PLAN	IMPLEMENT/EXECUTE	STABILIZE
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