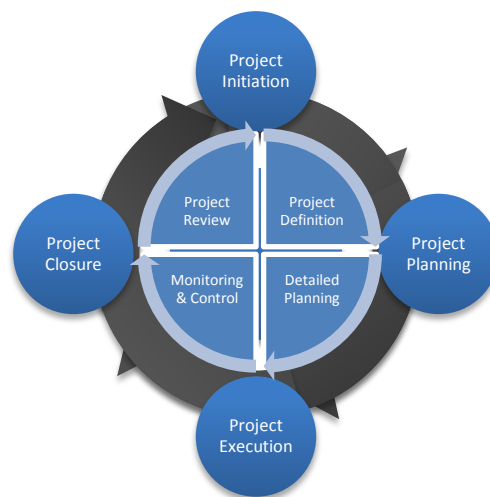


# Program Methodology

## PROJECT LIFE CYCLE PHASES



Our Program & Project Management Methodology sets out the tasks of program and project management, from project planning, through delivery to project closure. It gives specific methods for dealing with the seven keys, such as stakeholder management and project master plan, and as well as provides the methods for all phases of Project Management from planning, through delivery to closure. Our project management methodology (PPM) is the glue that holds all of the project tasks together. It provides the templates and task lists for the entire project life-cycle. The Integrated Project Plan (IPP) is part of our Project Management Method (PMM). It provides a fully integrated management view of key milestones, activities and dependencies which forms the basis for all checkpoints and management reviews, under full change control.

## SEVEN KEY SUCCESS FACTORS

- Stakeholders are committed
- Business benefit are realized
- Work and Schedule are predictable
- Team is high performing
- Scope is realistic and managed
- Risks are mitigated
- Delivery organization benefits are realized.

In PPM, the integrated project plan is the central instrument for controlling and guiding the Project Implementation Program. Its key objective is to ensure that all the elements of the project are properly coordinated.

The integrated project plan consolidates all phases, milestones and activities for project management into a consistent and coherent document or an integrated set of documents. It consolidates other planning outputs (such as planning for stakeholder management or risk mitigation) by incorporating the activities for the seven keys for project management.

## PROJECT LIFE CYCLE PHASES

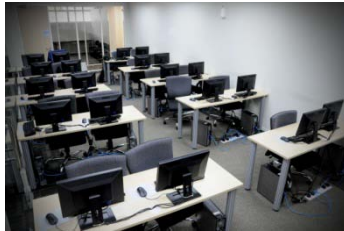
Initiation  
Planning  
Execution  
Closure

## PMO Portfolios

Integration Management  
Scope Management  
Time Management  
Cost Management  
Quality Management  
Resource Management  
Communication Management  
Risk Management  
Procurement Management

# Project Charter

PMBOK Guide considered as one of the most essential tools in the project management profession and is the de facto global standard for the industry. IBIL use PMBOK Guide as our guideline in project management methodology.



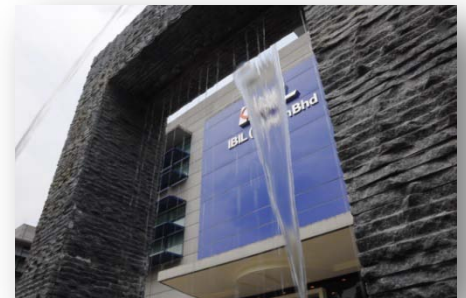
- Outlines the purpose of the project, the way the project will be structured and how it will be successfully implemented
- Describes the project vision, objectives, scope and deliverables, as well as the Stakeholders, roles and responsibilities
- Defines the vision and boundaries for the project, as well as the high level roadmap
- Project roadmap for Project Manager
- The Project Charter also known as a "Terms of Reference" or "Project Definition Report".

When you need to:	Do this activities:
Define what the customer expects from the project	• Write an overview of the project scope.
Define where the project starts and ends.	• Determine the team's boundaries for creating the deliverables.
Establish what factors are critical to satisfying the customer of the project.	• Define the customer's criteria for acceptance.
Decide who must be involved in the review and approval process.	• Determine the required reviews and approvals.

# Communication Plans

**Communication Plan** will help to communicate the right information, to the right people, at the right time.

It will also help to create a schedule of communications events to ensure that the stakeholders are always kept properly informed, ensuring their continued buy-in and support.



Communication Plan consists of:

- Listing of the communications stakeholders
- Defining each stakeholder communication needs
- Identifying the required communications events
- Determining the method and frequency of each event
- Allocating resource to communications events
- Building a communication event schedule.

## EPMO Team

- Project Director
- Program Manager
- Risk Management
- Quality Management
- Communication Management

Project Management Tool:

<http://epms.ibil.com.my>

For more information on any of our products or services please visit us on the Web at:

[www.ibil.com.my](http://www.ibil.com.my)



E-12-16 Plaza Mont Kiara  
2, Jalan Kiara Mont Kiara  
50480 Kuala Lumpur  
Malaysia  
Phone 603.6203.1322  
Fax 603.6203.1922