# Project Lifecycle Management Guide

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This guide outlines the IDEEAS Lab’s project lifecycle: **Seed → Active → Completed → Archived**. Each stage has specific requirements, deliverables, and approval processes.

## Stage 1: Seed Projects

**Purpose**: Explore early-stage ideas, conduct feasibility studies, and develop project concepts.

### Entry Criteria

* Initial research idea or question identified
* Potential alignment with lab research thrusts
* Available personnel to explore the concept
* Basic resource requirements understood

### Key Activities

* Literature review and background research
* Feasibility assessment
* Initial methodology development
* Team formation and role definition
* Resource requirement estimation
* Risk assessment

### Required Deliverables

* **Project Concept Document** (2-3 pages)
	+ Research question and significance
	+ Preliminary literature review
	+ Proposed methodology outline
	+ Resource requirements
	+ Timeline estimate
* **Feasibility Assessment**
	+ Technical feasibility
	+ Resource availability
	+ Timeline realism
	+ Risk evaluation
* **Team Formation Plan**
	+ Proposed team members and roles
	+ Mentoring relationships
	+ Collaboration agreements

### Success Criteria

* Clear, answerable research question
* Demonstrated feasibility
* Adequate resources identified
* Team commitment secured
* Alignment with lab mission confirmed

### Stage Duration

**Typical**: 4-8 weeks **Maximum**: 12 weeks

### Approval Process

**Required for Advancement to Active**: - [ ] PI review and approval - [ ] Resource allocation confirmation - [ ] Team member commitment - [ ] IRB approval (if required) - [ ] Complete project brief developed

## Stage 2: Active Projects

**Purpose**: Execute the research plan, collect and analyze data, and produce deliverables.

### Entry Criteria

* Approved project brief
* Confirmed team and resources
* Clear timeline and milestones
* All necessary approvals obtained

### Key Activities

* Regular progress monitoring
* Data collection and analysis
* Team coordination and communication
* Risk management and issue resolution
* Stakeholder communication
* Deliverable production

### Required Deliverables

* **Weekly Progress Reports** (using lab template)
* **Monthly Milestone Reviews**
* **Quarterly Comprehensive Reviews**
* **Risk and Issue Logs** (updated regularly)
* **Research Outputs** (papers, presentations, tools, etc.)

### Management Structure

**Project Lead (DRI)**: - Overall project responsibility - Team coordination - Stakeholder communication - Quality assurance

**Team Members**: - Specific task ownership - Regular progress reporting - Collaborative problem-solving - Peer support and review

**Supervisors/Mentors**: - Strategic guidance - Resource support - Quality oversight - Career development support

### Review Schedule

**Weekly**: Team check-ins and progress updates **Monthly**: Milestone review and planning **Quarterly**: Comprehensive project review with PI

### Success Criteria

* Milestones achieved on schedule
* Quality standards maintained
* Team functioning effectively
* Stakeholder expectations met
* Learning objectives achieved

### Stage Duration

**Typical**: 6-18 months **Varies by**: Project scope, complexity, and type

### Transition Criteria to Completed

* All major deliverables completed
* Research questions answered
* Results documented and validated
* Dissemination plan executed
* Team learning objectives met

## Stage 3: Completed Projects

**Purpose**: Finalize outputs, document lessons learned, and transition knowledge.

### Entry Criteria

* All active phase deliverables completed
* Research objectives achieved
* Primary outputs produced
* Team agreement on completion

### Key Activities

* Final documentation and archiving
* Lessons learned capture
* Knowledge transfer
* Output dissemination
* Impact assessment
* Team transition planning

### Required Deliverables

* **Final Project Report**
	+ Executive summary
	+ Methodology and results
	+ Lessons learned
	+ Recommendations
	+ Future work suggestions
* **Complete Documentation Package**
	+ All code, data, and analysis files
	+ Documentation and README files
	+ Reproducibility package
	+ Data management plan compliance
* **Dissemination Record**
	+ Publications submitted/published
	+ Presentations given
	+ Tools/software released
	+ Media coverage or impact
* **Lessons Learned Document**
	+ What worked well
	+ Challenges and solutions
	+ Process improvements
	+ Recommendations for future projects

### Knowledge Transfer

**Internal Transfer**: - Handover to continuing team members - Documentation of institutional knowledge - Training for ongoing maintenance - Integration with other lab projects

**External Transfer**: - Publication and presentation - Open source releases - Collaboration with external partners - Policy or practice recommendations

### Success Criteria

* All deliverables completed to quality standards
* Knowledge successfully transferred
* Lessons learned documented
* Impact achieved or pathway established
* Team members successfully transitioned

### Stage Duration

**Typical**: 4-8 weeks **Activities**: Documentation, dissemination, transition

### Approval Process

**Required for Advancement to Archived**: - [ ] PI review of final deliverables - [ ] Stakeholder acceptance (if applicable) - [ ] Complete documentation package - [ ] Lessons learned integration - [ ] Team member transition plans

## Stage 4: Archived Projects

**Purpose**: Preserve project knowledge and outputs for future reference and use.

### Entry Criteria

* All completion requirements met
* Final documentation approved
* Knowledge transfer completed
* No ongoing maintenance required

### Key Activities

* Long-term storage and preservation
* Periodic review for continued relevance
* Reference for future projects
* Historical record maintenance

### Archive Contents

* **Complete Project Documentation**
* **All Research Outputs and Data**
* **Lessons Learned and Best Practices**
* **Impact and Follow-up Records**
* **Team Member Contributions and Recognition**

### Access and Maintenance

**Access**: Available to lab members for reference **Maintenance**: Minimal, preservation-focused **Review**: Annual review for continued relevance

## Stage Transition Management

### Transition Reviews

Each stage transition requires a formal review:

**Seed → Active Review** - Feasibility confirmed - Resources secured - Team committed - Plan approved

**Active → Completed Review** - Objectives achieved - Deliverables completed - Quality standards met - Dissemination planned

**Completed → Archived Review** - Documentation complete - Knowledge transferred - Impact assessed - Archival ready

### Decision Authority

**Stage Transitions**: PI approval required **Within-Stage Decisions**: Project lead authority **Resource Changes**: PI approval for significant changes **Timeline Extensions**: PI approval required

### Documentation Requirements

All stage transitions must be documented with: - Transition date and approver - Rationale for transition - Outstanding issues or risks - Recommendations for next stage

## Best Practices

### Project Planning

* Start with clear, answerable research questions
* Involve all team members in planning
* Build in buffer time for unexpected challenges
* Plan for dissemination from the beginning

### Team Management

* Establish clear roles and responsibilities
* Maintain regular communication rhythms
* Address conflicts early and directly
* Celebrate milestones and achievements

### Quality Assurance

* Regular peer review of work
* Documentation standards compliance
* Reproducibility checks
* External validation when possible

### Risk Management

* Identify risks early and monitor regularly
* Develop contingency plans for major risks
* Communicate risks transparently
* Learn from risk events to improve future projects

**Remember**: The project lifecycle is designed to ensure quality, accountability, and learning. Use it as a framework, but adapt as needed for your specific project requirements. When in doubt, communicate with your supervisor or the PI.