**Product Process Matrix**
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O = Output
I = Input
d = draft
a = approved
c = current
n = next
s = structure
u = updated
p = plan
au = authorised
m = completed
st = status

PROCESSES

| SUB PROCESSES | | SU1 Appt a proj brd, Exec & proj manager | SU2 Designing a project management team | SU3 Appointing a project management team | SU4 Preparing a project brief | SU5 Defining project approach | SU6 Planning an initiation stage | IP1 Planning quality | IP2 Planning a project | IP3 Refining business case and risks | IP4 Setting up project controls | IP5 Setting up project files | IP6 Assembling a PID | MP1 Accepting a work package | MP2 Executing a work package | MP3 Delivery a work package | CS1 Authorising work package | CS2 Assessing progress | CS3 Capturing project issues | CS4 Examining project issues | CS5 Reviewing stage status | CS6 Reporting highlights | CS7 Taking corrective action | CS8 Escalating project issues | CS9 Receiving completed work package | SB1 Planning a stage | SB2 Updating a project plan | SB3 Updating a business case | SB4 Updating the risk log | SB5 Reporting stage end | SB6 Producing an exception plan | CP1 Decommissioning a project | CP2 Identifying follow-on actions | CP3 Evaluating a project | PL1 Designing a plan | PL2 Defining and analysing products | PL3 Identifying activities and dependencies | PL4 Estimating | PL5 Scheduling | PL6 Analysing Risks | PL7 Completing a plan | DP1 Authorising initiation | DP2 Authorising a project | DP3 Authorising a stage/Exception plan | DP4 Giving ad-hoc direction | DP5 Confirming project closure |
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| **Starting up a project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appt a proj brd, Exec & proj manager | SU1 | | I | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Designing a proj man team | SU2 | O | | I | I | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appt a proj man team | SU3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preparing a project brief | SU4 | O | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defining project approach | SU5 | | I | | O | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning an initiation stage | SU6 | | | | | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | | | | | | I | | | | |
| **Initiating a project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | |
| Planning quality | IP1 | | | | | | | | I | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning a project | IP2 | | | | | | | O | | I | I | I | I | | | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | |
| Refining business case and risks | IP3 | | | | | | | | O | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Setting up project controls | IP4 | | | | | | | | O | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Setting up project files | IP5 | | | | | | | O | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assembling a PID | IP6 | | | | | | | | | O | O | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | | |
| **Managing product delivery** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accepting a work package | MP1 | | | | | | | | | | | | | | I | | O | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | |
| Executing a work package | MP2 | | | | | | | | | | | | | O | | I | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delivery a work package | MP3 | | | | | | | | | | | | | | O | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | |
| **Controlling a stage** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorising work package | CS1 | | | | | | | | | | | | | I | | | | | | | O | | O | | | | | | | | | | | | | | | | | | | | O | O | | | |
| Assessing progress | CS2 | | | | | | | | | | | | | | O | | | | | | I | | O | | O | | | | | | | | | | | | | | | | | | | | | | |
| Capturing project issues | CS3 | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Examining project issues | CS4 | | | | | | | | | | | | | | | | | | O | | I | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reviewing stage status | CS5 | | | | | | | | | | | | | | | | I | O | | O | | I | I | I | | I | | | | | | I | | | | | | | | | | | | | | |
| Reporting highlights | CS6 | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | | | | | | | | | | I | | |
| Taking corrective action | CS7 | | | | | | | | | | | | | | | | I | I | | | O | | | | | | | | | | | | | | | | | | | | | | | | I/O | | |
| Escalating project issues | CS8 | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | I | | | | | | | | | | | | | | I/O | | |
| Receiving completed work package | CS9 | | | | | | | | | | | | | | | O | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Managing stage boundaries** | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning a stage | SB1 | | | | | | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | I/O | | | | | |
| Updating a project plan | SB2 | | | | | | | | | | | | | | | | | | | | | | | | | O | | I | I | | O | | | | | | | | | | I/O | | | | | | |
| Updating a business case | SB3 | | | | | | | | | | | | | | | | | | | | | | | | | | O | | I | | | | | | | | | | | | | | | | | | |
| Updating the risk log | SB4 | | | | | | | | | | | | | | | | | | | | | | | | | | O | O | | I | | | | | | | | | | | | | | | | | |
| Reporting stage end | SB5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | | I | | |
| Producing an exception plan | SB6 | | | | | | | | | | | | | | | | | | | | | | | O | | | I | | | | | | | | | | | | I/O | | | | | | | | |
| **Closing a project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | |
| Decommissioning a project | CP1 | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | | | | | | | | | O | | I |
| Identifying follow-on actions | CP2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I |
| Evaluating a project | CP3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I |
| **Planning** | | | | | | | I | | I | | | I | I | I | | | | | | | | | | | | I | | | | | I | | | | | | | | | | | | | | | | |
| Designing a plan | PL1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | |
| Defining and analysing products | PL2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | I | | | | I | | | | | |
| Identifying activities and dependencies | PL3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | I | I | | | | | | | |
| Estimating | PL4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | I | | | | | | | |
| Schduling | PL5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | O | | I | | | | | | |
| Analysing Risks | PL6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | I | | | | | |
| Completing a plan | PL7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | O | | | | | | |
| **Directing a project** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorising initiation | DP1 | | | | | | O | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorising a project | DP2 | | | | | | | | | | | | O | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorising a stage/Exception plan | DP3 | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | O | | I | | | | | | | | | | | | | |
| Giving ad-hoc direction | DP4 | | | | | | | | | | | | | | | | | | | | | O | I/O | I/O | | | | | | | | | I | | | | | | | | | | | | | |
| Confirming project closure | DP5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | O | O | | | | | | | | | | |

| Terms / Definitions | | SU1 | SU2 | SU3 | SU4 | SU5 | SU6 | IP1 | IP2 | IP3 | IP4 | IP5 | IP6 | MP1 | MP2 | MP3 | CS1 | CS2 | CS3 | CS4 | CS5 | CS6 | CS7 | CS8 | CS9 | SB1 | SB2 | SB3 | SB4 | SB5 | SB6 | CP1 | CP2 | CP3 | PL1 | PL2 | PL3 | PL4 | PL5 | PL6 | PL7 | DP1 | DP2 | DP3 | DP4 | DP5 |
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| Business Case | BC | | | | | | | | | O | | | I | | | | | | | I | I | | | I | | | | uO | I | I | | | | | | | | | | | | | | I | | | |
| Baseline | BL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Config Item Record | CIR | | | | | | | | | | | | | | | | uO | | | | I | | uO | uO | uO | | | | | uO | | I | | I | | | | | | | | | | | | | |
| Configuration Management | CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Communication Plan | COM | | | | | | | | | | O | | I | | | | | | | | | I | | | | | | | | I | | I | | | | | | | | | | | | | I | I |
| Checkpoint Report | CR | | | | | | | | | | | | | | O | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exception Plan | EP | | | | | | | | | | | | | | | | uO | | | | | | | rI | | | nO? | nO? | nO? | O? | O | | | | | | | | | | | | | nI?/aO | rO | |
| End Project Report | EPR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | I/O |
| Exception Report | ER | | | | | | | | | | | | | | | | | | | | | | | aO | | | | | | | al/aO | | | | | | | | | | | | | | I | |
| End Stage Report | ESR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | I | | |
| Follow-on Action Rec. | FAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | aO |
| Highlight Report | HR | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | | | | | | | | | I | |
| Issue Log | IL | | | | | | | | | | | O | | | | | | | uO | uO | I | I | uO | I | | I | uO | I | uO | I | I | | I | I | | | | | | | | | | | | |
| Initiation Stage Plan | ISP | | | | | | dO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | dI/O | | | | |
| Job Description(s) | JD | O | I/O | dI/aO | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | | | |
| Lesson Learned Log | LLL | | | | | | | | | | | O | | | | | | | | | | | | | | | | | | uO | | | | I | | | | | | | | | | | | |
| Lessons Learned Report | LLR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | aO |
| Off-Spec - Off Specification | OFF | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Approach | PAP | | | | | O | I | I | I | I | | | I | | | | | | | | | | | | | | uO | | | | | | | | I | | | | | | | I | | | | |
| Project Assurance | PAS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Brief | PBR | | | | O | I | I | I | I | I | | | I | | | | | | | | | | | | | | | | | | | | | | I | | | | | | aO/uO | | | | |
| Product Breakdown Structure | PBS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | |
| Product Checklist | PC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | uO | | | | | | |
| Project Closure Notification | PCN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | O |
| Project Controls | PCT | | | | | | | | | | O | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Description | PD | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | O | I | | | | | | | | | |
| Project End Notification | PEN | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Flow Diagram | PFD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | I | | | | | | | | | |
| Project Issue | PI | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Initiation Document | PID | | | | | | | | | | | | dO | | | | | | | | | | | I | | I | | | | | | I | | I | I | | | | | | | | dI/aO | I | | I |
| Project Mandate | PMD | I/O | I | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Management Team | PMT | | O | I | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | uI | | | |
| Project Plan | PP | | | | | | | | O | uO | uO | I | I | | | | | | | I | I | | | I | | uO | uO | I | uO | | | | | | | | | | | | | | | I | | | |
| Post Project Review | PPR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | pO | | | | | | | | | | | | | aOp |
| Project Quality Plan | PQP | | | | | | | O | I | | I | uO | I | | | | | | | | | | | | | | uO | | | | | | | I | I | I | | | | | | | | | | | |
| Project Startup Notification | PSN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | |
| Quality Management System | QMS | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality Log | QL | | | | | | | O | | | | | | | uO | | | I | | | | I | | | | | | | | I | | | | I | | | | | | | | | | | | | |
| Request for Change | RFC | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Log | RL | | | | O | I | uO | | uO | uO | uO | | I | uO | | | uO | | | uO | I | I | uO | I | | I | | uO | uO | I | I | | I | I | | | I | | | uO | | I | | I | | |
| Stage End Notification | SEN | | | | | | | | | | | | | | | | | | | | O | | | | | I | | | | | | | | | | | | | | | | | | | | | |
| Stage Plan | SP | | | | | | | | | | | | nI/nO | | | | uO | uO | | I | I | I | uO | I | | cI/nO | cI/nO | nO | nO | sI/nO/cO | cI | | | | | | | | | | | dI | nI/aO | nI/aO | | |
| Tolerance | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Team Plan | TP | | | | | | | | | | | | | uO | uO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Package | WP | | | | | | | | | | | | | l/auO | aul/mO | ml/aO | O | stI | | | | | | | al/stO | | | | | | | | | | | | | | | | | | | | | | |
| Archive | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | | | | |
| Plan Design | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | | | |
| Design | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | | | | | | | | | | |
| Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | | | |
| Planning Info | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | | I | | | | | | | |
| Activity Estimates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | I | | | | | | | | |
| Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | O | | | | | | | | |
| Acceptance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I |