The main steps of project initiating: o Establishing the Project Initiation Team o Establishing a Relationship with the Customer o Establishing the Project Initiation Plan. The contents of workbook o Project overview Initiation plan and SSR* o Project scope and risks Management procedures o Data descriptions Process descriptions o Team correspondence Statement of work. o Key stakeholders, project role, and responsibilities o Project objectives and description o Key assumptions or approach o Signature section for key stakeholders The key of project planning: is the process of defining clear, discrete activities and the work needed to complete each activity within a single project. o Project start and completion dates. ?