

Selecting Project Methodology

This playbook offers guidance on choosing between Waterfall and Agile methodologies for project management. It assists in selecting the most suitable approach based on project characteristics and requirements.

Step 1: **Define Project**

Identify and document the main objectives, scope, complexity, and key deliverables of the project.

Step 2: **Consider Flexibility**

Evaluate the need for flexibility in project planning and execution. Consider if changes are likely to occur during the project lifecycle.

Step 3: **Assess Team**

Assess the size and expertise of the project team. Determine their familiarity with either Waterfall or Agile methodologies.

Step 4: **Stakeholder Engagement**

Determine the level and frequency of stakeholder engagement required for the project. Consider how important continuous stakeholder feedback is.

Step 5: **Risk Analysis**

Analyze potential risks associated with the project. Consider which methodology helps mitigate risks efficiently.

Step 6: **Analyze Requirements**

Examine whether the project requirements are well-understood and can be defined upfront or if they are expected to evolve.

Step 7: **Review Timeframe**

Consider the project timeline. Determine if a phased and structured approach is viable or if a more iterative, incremental delivery is necessary.

Step 8: **Decision Making**

Based on the analysis above, choose the methodology that aligns with the project's needs for structure, flexibility, delivery, and risk management.

Step 9: **Implementation Planning**

Initiate planning of the implementation phase specific to the chosen methodology. Waterfall methodology will require a sequential plan, while Agile will need an iterative plan.

General Notes

Methodology Definitions

Waterfall is a linear and sequential design approach, while Agile is an iterative and incremental process.

Hybrid Approaches

In some cases, a combination of both methodologies, often called 'hybrid' or 'blended' approach, may be suitable based on specific project needs.

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