## Project Workbook Information

The project workbook allows project managers, team members, sponsors, and stakeholders to easily track and monitor project activities. Any of these worksheets can easily be broken out into separate documents.

	Suggested Sheets for All Projects
Data	Filling out the Data sheet completes the header portion of all remaining sheets in the project workbook.
Minicharter	The Project Minicharter sheet can be used as a charter for small projects or a summarization of a full charter for larger projects.
Stoplight	The Stoplight Report sheet contains a status report that can be used to keep sponsors, team members, and stakeholders informed of project progress.
Budget	The Budget sheet allows you to track original budget, expenditures to date, and any cost variance.
CBA	The Cost/Benefit Analysis sheet allows you to review the proposed project and potential alternatives and make a project selection based on a greater ROI (return on investment).
Risks	The Risk Management Matrix sheet allows you to identify, qualify, quantify, and prioritize risks (events that might happen; the uncertainty of a project), create mitigation and contingency plans, and assign risks owners.
Issues	The Issues Log sheet allows you to identify and monitor project issues (unplanned events that have happened).
Action	The Action Items sheet allows you to track and monitor action items assigned to team members. Action items are tasks that must be done but are too insignificant from a time perspective to track in your project schedule.
Miles	The Deliverable Milestones sheet allows you to identify major deliverable milestones and the due dates, objectives, assumptions, and constraints relevant to that deliverable milestone.
WBS	The Work Breakdown Structure sheet includes the activities that must be completed during a project, the effort required, all relevant dates, and the resources assigned to do the work.
Roster	The Roster sheet provides contact information for all those involved on the project.
R&R	The Roles and Responsibilities sheet shows the primary role of team members, any deliverables in which they are involved, and the percentage of time they are expected to work on the project.
RAM	The Resource Assignment Matrix sheet shows you what type of resource is responsible for, or somehow involved with, each deliverable. The tasks listed are <i>samples</i> ; you should update the RAM with tasks appropriate for your project.
RCM	The Resource Commitment Matrix sheet shows how many effort hours each person on the project has been allocated by month.
A&C	The Assumptions and Constraints sheet allows you to track project assumptions and constraints.
Decision	The Decision Log sheet allows you to track all major decisions made during the course of the project.

	Project Workbook Information
Comm	The Communication Plan sheet allows you to detail your communication plan: how you are going to communicate, whom you will be communicating with, how often, in what format, etc.
Stake	The Stakeholder Analysis sheet allows you to identify stakeholders, their role, and their requirements.
Expectations	The Expectations sheet allows you to identify and track the expectations of various stakeholders.
Chg Log	The Change Control Log sheet allows you to track all change requests that are in process or finalized.
Deliver	The Deliverable Acceptance Log sheet allows you to track the status of deliverable acceptances.
PERT	The PERT Analysis sheet allows you to perform PERT analysis on WBS tasks.
Delphi	The Delphi Exercise sheet allows you to develop estimates for WBS tasks through the Delphi technique.
TimeSum	The Timesheet Totals sheet allows you to track effort hours of your entire team by individual and by month.
Timesheet	The Timesheet can be used by each team member to submit effort hours by activity, by month.
Size Est	The Initial Project Size Estimate sheet allows you to estimate, at high-levels (40,000 ft. view), the size of a project. This estimate should not be considered final as requirements and technical specifications typically have not been fully developed yet.
Res Load	The Resource Loading sheet allows you to identify the work effort required, the duration, and the allowed commitment level of each person assigned to the project.
Qual Metrics	The Project Quality Metrics sheet allows you to identify critical success criteria, related quality metrics, and their priority.
	Source: www.iappm.org

Project	NPU
Project #	
Project manager	Veronika Jálová
Sponsor	MŠMT
Project Owner	Brano Vrana
Last updated	

	Project	overview	
Project		Project #	3600
Project manager	Veronika Jálová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	
Annotation			
Impact for centre			
Objectives			
Total Budget		Out of Scope	
		-	
Deliverables	Deliverable	Due Date	
Flexibility matrix	Scope		
	Schedule		
	Cost		
Key considerations		0.1	Risks
	Assumptions & Constraints	Category	Risk Description

	Project overview
Success criteria	1 -
	2 -
	3 -
	4 -
	5 -
Signatures Project owner	
	Signature
	Printed name
	Date
Project manager	
	Signature
	Printed name
	Date

				Stoplig	jht Report	:						
Project	NPU					Project #				3600		
Project manager	Veronika Jálová Sponsor MŠMT											
Project artifacts	Brano Vrana					Updated						
						erables						
Schedule	1	2	3	4	5	6	7	8	9	10		
Scope												
Cost								-				
Risk								-				
Issues									+			
Planned completion								-				
Est. completion						ļ						
10	010-011				ement Alert				0			
ID	Situatio	on Requiring N	lanagement /	Attention		Actio	on Plan		Owner			
	-								-			
			Accor	nplishments [	Juring Repo	rting Period						
			Accon	Planned	Date							
ID	Descript	tion of Accomp	olishment	Completion	Completed	0	wner		Comments			
Deliverables		Title/De	scription					Title/Descripti	on			
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	2				7							
-	3				8							
	4				9							
	5				10							
					10							

		Budget		
Project	NPU	Project #		3600
Project manager	Veronika Jálová	Sponsor	MŠMT	
Project artifacts	Brano Vrana	Updated		
		• •		
	Bu	dget Status		
Approved Budget	Planned Expenditures to Date	Actual Expenditures to Date	Variance	
\$0.00	\$0.00	\$0.00	\$0.00	
	Planned Remaining Budget	Actual Remaining Budget	Variance	
	\$0.00	\$0.00	\$0.00	
Additional \$ needed		-	-	
	Bu	dget Details		
Internal Expenses				
Salaries	Hourly Rate	# Hours	Total Cost	
Type of resource	\$0.00	0.00	\$0.00	
Type of resource	\$0.00	0.00	\$0.00	
Type of resource	\$0.00	0.00	\$0.00	
Type of resource	\$0.00	0.00	\$0.00	
Type of resource	\$0.00	0.00	\$0.00	
Type of resource	\$0.00	0.00	\$0.00	
Other Internal Expenses			Total Cost	
Type of expense			\$0.00	
Type of expense			\$0.00	
Type of expense			\$0.00	
Total Internal Expenses				\$0.00
External Expenses				
Consulting Costs			Total Cost	
Type of consulting			\$0.00	
Type of consulting			\$0.00	
Type of consulting			\$0.00	
Capital Expenditures			Total Cost	
Type of expense			\$0.00	
Type of expense			\$0.00	
Type of expense			\$0.00	
Total External Expenses				\$0.00
Total Budget				\$0.00

	Cost/	Benefit An	alysis				
Project	NPU			Project #	3600		
Project manager	Veronika Jálov	vá		Sponsor	MŠMT		
Project artifacts	Brano Vrana			Updated			
				•			
Pr	oject Developi	ment and Ma	intenance C	osts		l	
Description	FY01	FY02	FY03	FY04	FY05	Total	
Cost of Project Development							
Salaries							
Other internal expenses							
Consulting costs							
Capital expenditures							
Total project costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cost of Support							
Operational costs							
Nonrecurring costs							
Recurring costs							
Total ongoing support costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Be	enefits/Savin	gs				
Current Process	FY01	FY02	FY03	FY04	FY05	Total	
Total annual price							
New Process			-	-		-	
Total annual price							
Annual savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cumulative savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cumulative costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cumulative total net savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Future Value	;				
Present Value	Interes	st Rate	# P	eriods	Future	Value	
					\$0.	00	
	-	Present Value					
Future Value	Interes	st Rate	# P	eriods	Present		
\$0.00					\$0.	00	

	Cost/Benefit Analysis Net Present Value									
Period Cash Flow Present Value										
1	Cuch now									
2										
3										
4										
5										
Totals	\$0.00	\$0.00								
Project development cost	roject development cost									
Net present value		\$0.00								

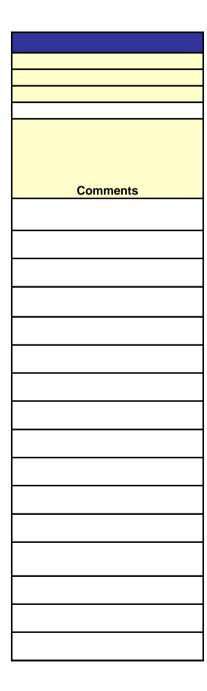
							Risk Manageme	ent Matrix (Risk Reg	ister)				
Pro	ject		NPU	U					Project #				3600
Pro	ject manager		Ver	onik	a Jál	ová			Sponsor	MŠMT			
	ject artifacts		Brai	no V	'rana	l			Updated				
	-								•	•			
ID	Risk Description	Probability	<mark>Impact</mark>	<b>Detectability</b>	Importance	Category	Trigger Event/Indicator	Risk Response and Description	Contingency Plan	Owner	Status	Date Entered	Date to Review
1	What is this risk?				0		What act or event initiates either the risk occurrence or precipitates the response strategy?	How will you respond to this risk and what actions will you take to match that response?	If the risk becomes a reality, what will you do in response, as a backup, or alternative/ workaround?	Who monitors this risk?			
2					0								
3					0								
4					0								
5					0								
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13					0								

	Risk Management Matrix (Risk Register)												
1	.4				0								
1	5				0								

			Issues Log					
Pro	ject	NPU		Project #				3600
Pro	ject manager	Veronika Jálová		Sponsor	MŠl	MT		
	ject artifacts	Brano Vrana		Updated				
	-	•						
ID	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved
		How will this impact scope,	How do you intend to deal with	Who manages				
1	What is the issue?	schedule & cost?	this issue?	this issue?				
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		Issues Log			
12					
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		ļ	Action Ite	ems		
Pro	ject	NPU			Project #	3600
	ject manager	Veronika Jálová			Sponsor	MŠMT
	ject artifacts	Brano Vrana			Updated	
	-				<b>.</b> .	
ID	Action Item	Owner	Status	Date Entered	Planned Completion	Actual Completion
		Who manages				
1	What is the item to be completed?	this issue?				
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13						
14						
15						



				Deliverabl	le Milestones		
Proj	ect	NPU			Project #	3600	
	ect manager	Veronika Jálová			Sponsor	MŠMT	
	ect artifacts	Brano Vrana			Updated		
					• •		
ID	Milestone	Description	Planned Completion	Actual Completion	Objectives	Assumptions	Constraints
1							
2							
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				Work	Breakdov	vn Structur	e			
Pro	ject	NPU				Project #	3600			
Pro	ject manager	Veronika Jálov	vá			Sponsor	MŠMT			
Pro	ject artifacts	Brano Vrana				Updated				
ID	Task	Dependencies	Status	Effort Hours	Cost	Start Date	Planned Completion	Estimate to Completion	Actual Completion	Resource
1		ID # of task								
2										
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Project	NPU				Project #	3600
Project manager	Veronika Jálová				Sponsor	MŠMT
Project artifacts	Brano Vrana				Updated	
					1	
Name	Core/ Extended Team	Title	Dept.	Phone	Cell Phone	E-Mail
				000.000.0000	000.000.0000	

Name	Core/ Extended Team	Title	Dept.	Phone	Cell Phone	E-Mail

Project Role
R

Project Role

			Ro	les and Responsi	bilities	
Project	NPU				Project #	3600
Project manager	Veronika Jálo	vá			Sponsor	MŠMT
Project artifacts	Brano Vrana				Updated	
-						
Name	Core/ Extended Team	% Assigned	Deliverables Leading	Deliverables Participating On	Project Role	Responsibility

Other Project
Assignments
l

	Resource Assignment Matrix		
Project	NPU	Project #	3
Project manager	Veronika Jálová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	

All of the second services Business End Users   Business End Users Business End Users   Business Sponsor Sponsor   Is Sponsor Business Sponsor   Business Driver Business Sponsor   Business Sponsor Business Sponsor   Is Sponsor Business Sponsor   Business Driver Business Sponsor   Business Sys. Analyst Business Sys. Analyst   Data Staging Designer Developer   Data Staging Programmer Data Staging Programmer	
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Initiation								
1 Develop preliminary project scope								
2 Identify business need								
3 Develop preliminary budget								
4 Identify preliminary return on investment								
5 Complete project charter								

	Planning								
]	Establish project identity								
	2 Identify project team/resources								
	Conduct stakeholder analysis								
2	Prepare draft project schedule								
4	Conduct project kickoff meeting								
6	5 Gather detailed user requirements								
2	Define current business processes (as is)								

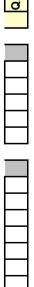
8	Revise project schedule								
	Develop project communication plan								
	Develop project organizational structure								
	Identify training plan								
	Develop project quality plan								
	Develop scope management plan								
	Develop risk management plan								
15	Develop change management plan								
	Develop cost management plan								
17	Develop schedule management plan								
18	Develop technical specifications								
19	Develop technical architecture								
20	Conduct project procurement								
21	Finalize project budget								
	Finalize return on investment								
23	Ongoing project management								

Executio								
1 Develop training materials								
2 Execute communication plan								
3 Develop software								
4 Develop new business processes (to be)								
5 Deploy new software								
6 Conduct training								

	Closing								
1 Get deliverable acceptance									
2 Close out contracts									
3 Finalize budget									
4 Finalize return on investment									
5 Conduct closure survey									
6 Conduct/document lessons lear	ned								
7 Archive project									

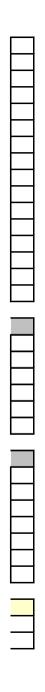
Legend	
Creates the deliverable	C1: primary creator; C2: contributor
Input required	Ι

Reviews the deliverable	R
Approves the deliverable	A
Notified when the deliverable is complete	Ν
Owns the deliverable upon completion	0



QA Analyst





				Resou	irce Coi	nmitme	nt Matri	ix					
Project	NPU					Project #							3600
Project manager	Veronika	Jálová				Sponsor		MŠMT					
Project artifacts	Brano Vra					Updated							
						Effort I	lours Con	nmitted					
Names	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
													0
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Total	0	0	0	0	0	0	0	0	0	0	0	0	0

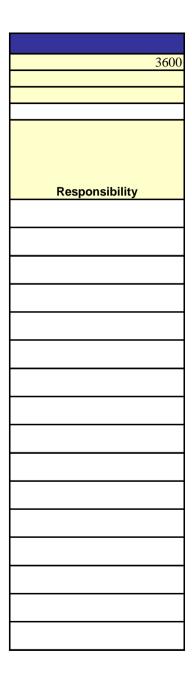
		Assumptions and Constraints			
Pro		NPU	Project #		3600
Pro	ject manager	Veronika Jálová	Sponsor	MŠMT	
Pro	ject artifacts	Brano Vrana	Updated		
ID	Description	Comments	Туре	Status	Date Entered
	Description	Comments	Туре	Status	Date Entered
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		Decision Log			
Pro	ject	NPU	Project #		3600
Pro	ject manager	Veronika Jálová	Sponsor	MŠMT	
Pro	ject artifacts	Brano Vrana	Updated		
			-	-	
ID	Decision Description	Comments	Owner	Status	Date Entered
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15					

		Communication Plan			
Pro	ject	NPU	Project #		
	ject manager	Veronika Jálová	Sponsor	MŠMT	
Pro	ject artifacts	Brano Vrana	Updated		
			•		
ID	Communication	Description What is the description of the contents/purpose of	Frequency	Format	Owner
1	Willied down a Communication is dive				W7 1.9
1	What type of communication is this?	this communication?			Who sends?
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16					
17					

3600
5000
Recipient/ Attendees
Who gets?

	Stakeholder Analysis						
		NPU	Project #				
Project Manager		Veronika Jálová	Sponsor	MŠMT			
Project Artifacts		Brano Vrana	Updated				
ID	Stakeholder	Role	Impact	Influence	Risk Tolerance	Needs	
1							
2							
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15							



	Ex	<b>xpectations</b>							
Project	NPU	Project #				3600			
Project manager	Veronika Jálová	Sponsor		MŠMT					
Project artifacts	Brano Vrana	Updated							
ID	Expectation Description	Source	Must Have	Want to Have	Nice to Have	Date Identified			

			Chang	e Control L	.og				
Pro		NPU	U			Project #			3600
	ject Manager		onika Jálová			Sponsor	MŠMT		
Pro	ject Artifacts	Bra	no Vrana			Updated			
		I							
ID	Change Description	Priority	Originator	Date Entered	Date Assigned	Evaluator	Status	Date of Decision	Included in Rev. #
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		Deliverable Acceptance Log			
Pro	ject	NPU	Project #		3600
Pro	ject manager	Veronika Jálová	Sponsor	MŠMT	
Pro	ject artifacts	Brano Vrana	Updated		
		<u>.</u>		•	
ID	Deliverable Description	Comments	Evaluator	Status	Date of Decision
1					
2					
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15					

			PER	T Anal	ysis							
Project		NPU						Project	#	3600		
Project	Manager	Veronika	a Jálová					Sponso	r	MŠMT		
	Artifacts	Brano V	rana					Updated				
ID	Task	Most Likely	Min	Max	PERT Est	15/15 Comp'e d Est	Std Dev	+1 Std Dev	-1 Std Dev	+2 Std Dev	-2 Std Dev	+3 Std Dev
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	PER	T Anal	ysis							
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			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

				Delp	hi Exercis	se				
Project	NPU			-		Project #				3600
Project manager	Veronika Jálov	/á				Sponsor		MŠMT		
Project artifacts	Brano Vrana					Updated				
-										
Task	Sample task h	ere								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	###########
Minimum									0	###########
Maximum									0	###########
Task	Sample task h	ere								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	##########
Minimum									0	##########
Maximum									0	##########
			•	•		•		•		•
Task	Sample task h	ere								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	###########
Minimum									0	###########
Maximum									0	###########
			•	-		•		•		
Task	Sample task h	ere								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	##########
Minimum									0	##########
Maximum									0	##########
Task	Sample task h	ere								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	##########
Minimum									0	###########
Maximum				i		1		1	0	###########

				Delp	hi Exercise	9				
Task	Sample task l	here								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	#######################################
Minimum									0	#######################################
Maximum									0	############
Task	Sample task		1	1		1				-
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	#############
Minimum									0	#############
Maximum									0	#######################################
Task	Sample task l					•		•		
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	############
Minimum									0	############
Maximum									0	############
Task	Sample task l	here								
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	#######################################
Minimum									0	#######################################
Maximum									0	############
Task	Sample task l				1		1	•		
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	############
Minimum									0	############
Maximum									0	#######################################
Task	G									
Task	Sample task								<b>-</b>	
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	Total	Average
Most likely									0	#######################################
Minimum									0	############
Maximum									0	############

					Timesh	eet Tota	als						
Project	NPU					Project #							3600
Project manager	Veronika	Jálová				Sponsor		MŠMT					
Project artifacts	Brano Vra	ana				Updated							
							rt Hours S	pent					
Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
													0
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				0	0								0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

					Tim	esheet								
Project	NPU					Project #							3600	
Project manager	Veronika	Jálová				Sponsor		MŠMT						
Project artifacts	Brano Vra					Updated								
Name	Insert nan	ert name here												
						Effo	rt Hours S	pent					1	
Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
				•				ŭ					0	
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					Tim	esheet							
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

		Initial Pro	ject Size Estimate
Project		NPU	Project #
Project manager		Veronika Jálová	Sponsor
Project artifacts		Brano Vrana	Updated
-			
			Scope Estimate
			Technology Systems Impacted
		1 to 2	3 to 5
	Less than 50	Automatically do; no approval needed	
# of Business Requirements	51 - 100		
	100 or more		
			Cost Estimate
			# of Resources Involved
		Less than 10	11 to 50
	Less than 50	Automatically do; no approval needed	
# of Business Requirements	51 - 100		
	100 or more		
			Cost Estimate
			# of Resources Involved
		Less than 10	11 to 50
	Low		
Benefit	Medium		
	High	Automatically do; no approval needed	

3600
MŠMT
6 or more
Approval required
51 or More
Approval required
54 og Mars
51 or More
Avoid

Resource Loading							
Project	NPU		Project #		3600		
Project manager	Veronika Jálová		Sponsor	MŠMT			
Project artifacts	Brano Vrana		Updated				
			•	-			
	Effort Hours Committed						
ID	Names	Estimate of Total Effort	Activity Duration	Commitment Level	Total		
					0		
					0		
					0		
					0		
					0		
					0		
					0		
					0		
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					0		

Effort Hours Committed						
ID	Names	Estimate of Total Effort	Activity Duration	Commitment Level	Total	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
	Total	0	0	0	0	

Project Quality Metrics					
Project	NPU	Project #			3600
Project Manager	Veronika Jálová	Sponsor	MŠMT		
Project Artifacts	Brano Vrana	Updated			
ID	Critical Success Criteria	Potential Quality Metric	Priority	Metric Target	Action Plan