

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 #		3600
Project manager	Veronika Jállová	
Sponsor	MŠMT	
Project Owner	Brano Vrana	
Last updated		

Project overview			
Project	NPU	Project #	3600
Project manager	Veronika Jállová	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	Assumptions & Constraints		Risks
			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

Stoplight Report

Project	NPU	Project #	3600
Project manager	Veronika Jálová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	

	Deliverables									
	1	2	3	4	5	6	7	8	9	10
Schedule										
Scope										
Cost										
Risk										
Issues										
Planned completion										
Est. completion										

Management Alert

ID	Situation Requiring Management Attention	Action Plan	Owner

Accomplishments During Reporting Period

ID	Description of Accomplishment	Planned Completion	Date Completed	Owner	Comments

Deliverables	Title/Description		Title/Description
1	koupit chleba	6	
2		7	
3		8	
4		9	
5		10	

Budget			
Project	NPU	Project #	3600
Project manager	Veronika Jállová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	
Budget 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			
Budget 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 Analysis						
Project	NPU	Project #	3600			
Project manager	Veronika Jállová	Sponsor	MŠMT			
Project artifacts	Brano Vrana	Updated				
Project Development and Maintenance Costs						
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
Benefits/Savings						
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	Interest Rate	# Periods		Future Value		
				\$0.00		
Present Value						
Future Value	Interest Rate	# Periods		Present Value		
\$0.00				\$0.00		

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

Risk Management Matrix (Risk Register)

14				0								
15				0								

Action Items						
Project	NPU			Project #	3600	
Project manager	Veronika Jállová			Sponsor	MŠMT	
Project artifacts	Brano Vrana			Updated		
ID	Action Item	Owner	Status	Date Entered	Planned Completion	Actual Completion
1	What is the item to be completed?	Who manages this issue?				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Deliverable Milestones

Project	NPU	Project #	3600
Project manager	Veronika Jálová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	

ID	Milestone	Description	Planned Completion	Actual Completion	Objectives	Assumptions	Constraints
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

8	Revise project schedule																					
9	Develop project communication plan																					
10	Develop project organizational structure																					
11	Identify training plan																					
12	Develop project quality plan																					
13	Develop scope management plan																					
14	Develop risk management plan																					
15	Develop change management plan																					
16	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																					
22	Finalize return on investment																					
23	Ongoing project management																					

Execution																						
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																					

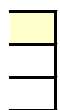
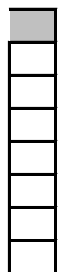
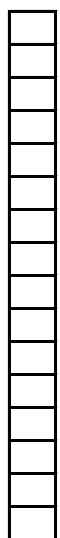
Closing																						
1	Get deliverable acceptance																					
2	Close out contracts																					
3	Finalize budget																					
4	Finalize return on investment																					
5	Conduct closure survey																					
6	Conduct/document lessons learned					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

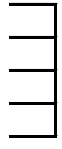
Legend	
Creates the deliverable	C1: primary creator; C2: contributor
Input required	I

Reviews the deliverable	R
Approves the deliverable	A
Notified when the deliverable is complete	N
Owens the deliverable upon completion	O

600

QA Analyst





Assumptions and Constraints					
Project	NPU		Project #	3600	
Project manager	Veronika Jálová		Sponsor	MŠMT	
Project artifacts	Brano Vrana		Updated		
ID	Description	Comments	Type	Status	Date Entered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Decision Log					
Project	NPU			Project #	3600
Project manager	Veronika Jálová			Sponsor	MŠMT
Project artifacts	Brano Vrana			Updated	
ID	Decision Description	Comments	Owner	Status	Date Entered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Communication Plan					
Project		NPU		Project #	
Project manager		Veronika Jállová		Sponsor	MŠMT
Project artifacts		Brano Vrana		Updated	
ID	Communication	Description	Frequency	Format	Owner
1	What type of communication is this?	What is the description of the contents/purpose of this communication?			Who sends?
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Stakeholder Analysis						
Project	NPU		Project #			
Project Manager	Veronika Jálová		Sponsor	MŠMT		
Project Artifacts	Brano Vrana		Updated			
ID	Stakeholder	Role	Impact	Influence	Risk Tolerance	Needs
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Deliverable Acceptance Log					
Project	NPU			Project #	3600
Project manager	Veronika Jálová			Sponsor	MŠMT
Project artifacts	Brano Vrana			Updated	
ID	Deliverable Description	Comments	Evaluator	Status	Date of Decision
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Delphi Exercise

Project	NPU	Project #	3600
Project manager	Veronika Jállová	Sponsor	MŠMT
Project artifacts	Brano Vrana	Updated	

Task	Sample task 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 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 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 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 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	#####

Delphi Exercise

Delphi Exercise										
Task	Sample task 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 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 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 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 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 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	#####

Initial Project 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
# of Business Requirements	Less than 50	Automatically do; no approval needed	
	51 - 100		
	100 or more		
Cost Estimate			
# of Resources Involved			
		Less than 10	11 to 50
# of Business Requirements	Less than 50	Automatically do; no approval needed	
	51 - 100		
	100 or more		
Cost Estimate			
# of Resources Involved			
		Less than 10	11 to 50
Benefit	Low		
	Medium		
	High	Automatically do; no approval needed	

3600
MŠMT
6 or more
Approval required
51 or More
Approval required
51 or More
Avoid

