## **Dashboard**

 Project:
 Project Title Here

 Project #:
 Project Number Here

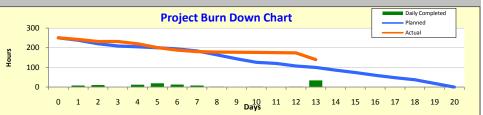
 Project Manager:
 Project Manager Name Here

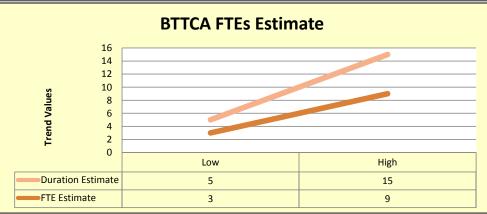
 Sponsor:
 Sponsor Name Here

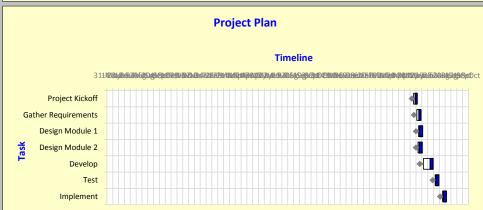
Project Artifacts: Location of Project Documents Here

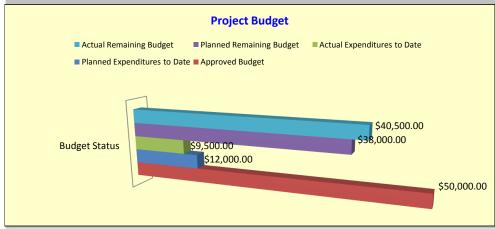
Last Update: Date of Last Update

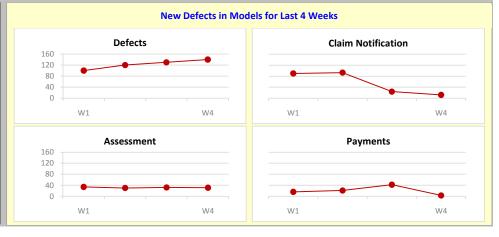
Accounting Code: PLCF0011











Business	<b>Transition &amp; Tech</b>	nology	Comple	xity As	sessme	nt (BTT	CA) Mo	del	
Project:	Project Title Here Project Title Here			roject #: Proje			Project	roject Number Here	
Project Manager:	Project Manager Name Here Sponsor:				Sponso	r Name Here			
Project Artifacts:	Location of Project Do	ocument	Last Up	date:			Date of	Last Update	
Accounting Code:	PLCF0011								
<b>Business Transition Complexity Criteria Table</b>									
		NA	1	2	3	4	5		Comments/Details
Categories	Low Complexity							High Complexity	
Sponsor	One							None/Many	
Objectives	Clear							Vague	
Goals	Clearly Defined							Not Clearly Defined	
Business Processes	Clearly Defined							Not Clearly Defined	
Business Rules	Few - Known							Many - Unknown	
Business Location	One							Many	
Federal/State Mandate	Few Business Changes							Many Business Changes	
Other Key Drivers (Audit Findings, Sanctions, Lawsuits)	Simple							Complex	
Stakeholder Impact	Low							High	
Duration of Effort	3 Months or less							More than 3 years	
Contract Need	None							Significant/Complex	
Conflicting Projects	None							Many	
Cross Departmental Involvement	None							Many	
Critical Business Processes Affected	One							Many	
Level of Training Effort Required	Informal							Formal/Classroom	
Number of Internal Users	20 or Less							More than 2000	
Number of External Users	20 or Less							More than 2000	
Delivery Schedule	Compressed							Flexible	
Funding Source	Non-Constrained							Grant /Time Constrained	
Human Resources Staffing Impact	Low					Ì	Ì	High	

PLCF Toolkit Workbook Excel 2003.xls

2

Business Transition & Technology Complexity Assessment (BTTCA) Model						
Project: Project Title Here Project #: Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents	Last Update:	Date of Last Update			
Accounting Code:	PLCF0011					

**Technical Complexity Criteria Table** 

		NA	1	2	3	4	5		Comments/Details
Categories	Low Complexity							High Complexity	
Technology/Platform	DHS Standard							New Technology	
Development Locations	One							Many	
System Platform	One							Many	
Amount of Integration	Simple							Complex	
Number of Users	Less than 20							Greater than 2000	
System Availability	8-5, M-F							24-Hrs, 7 Days	
nternal Technical Resources	Experienced							Inexperienced	
External Maintenance Technical Experience	Experienced							Inexperienced	
Fed/State Mandate	Few Changes							Many Changes	
Conflicting Projects	None							Many	
Rough Estimate	Under \$75,000							Over \$1,000,000	
Contract Need	None							Significant/Complex	
Multiple IT Group Involvement	No Other							More than 5 Other	
Security/Roles	Low (Less than 3)							High (More than 6)	
Co-Location of Technical Team	Local							Outside Oregon	
Data Conversion	One system							Multiple Systems	
Hosting	Internal							External	
Те	chnical Complexity Trend:	-	0	0	0	0	0		

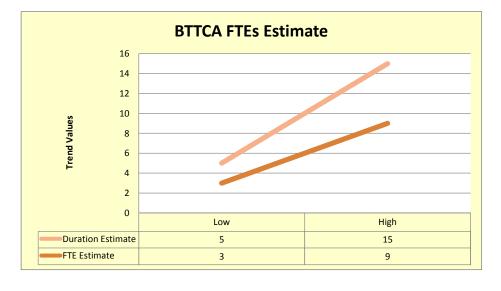
#### **Business Transition Criteria Table**

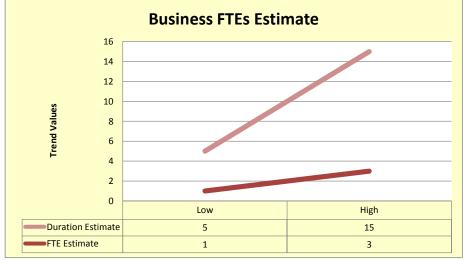
		NA	1	2	3	4	5	Comments/Details
Categories	Low Complexity							High Complexity
Cross Departmental Involvement	One							Many
Critical Business Processes Affected	One							Many
Level of Training Effort Required	Informal							Formal/Classroom
Business Processes	Defined/Familiar							Undefined/Unfamiliar
Business Rules	Defined/Established							Undefined/Non-Existent
Business Location	One							Many
Number of Users Impacted	50 or Less							More than 50
End User Impact	Low							High
Duration of Effort	3 Months or Less							More than 3 Months
Technical Complexity Criteria	Low		1					High
	Business Complexity Trend:		1	0	0	0	0	

Business Transition & Technology Complexity Assessment (BTTCA) Model							
Project:	Project Title Here	Project #:	Project Number Here				
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here				
Project Artifacts:	Location of Project Documents	Last Update:	Date of Last Update				
Accounting Code:	PLCF0011						

For Business Transition Criteria determinations assume that the Technical Complexity Level will always be scored as a 1.

Rough Order of Magnitude (ROM)	BTTCA	<b>Business Transition Trend</b>	<b>Combined Totals</b>
Combined Trend Here:	#,# 3,3	#,# 1,1	
Cost Estimate Low High	\$\$\$ \$234,476 \$703,427	\$\$\$ \$7,535 \$22,605	\$\$\$ \$242,011 \$726,032
Duration Estimate Low High	mths. 5 15	mths.  1 3	mths. 5 15
FTE Estimate Low High	# of FTE 3 9	# of FTE 1 3	# of FTE 3 9





Business Transition & Technology Complexity Assessment (BTTCA) Model						
Project:   Project Title Here   Project #:   Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update			
Accounting Code:	PLCF0011					

### **Business Complexity**

**Instructions:** On a scale of .5 - low to 4-high (0 = N/A), rate each applicable attribute and compute the Business Complexity by dividing the total by the number of items rated above zero. [Notes: Business and technical complexity will be computed automatically in this worksheet, using the ratings you enter. Move your pointer over each attribute cell, marked with a red triangle, to see a definition of the attribute.]

Low Complexity	Business Attribute	Hig	h Complexity	Rating
0 1	2		3	rtating
Static	Business rules		Changing	
Static	Current Business Systems		Changing	
Known and Followed	Decision Making Process		Not Known	
Low	Financial Risk to Organization		High	
Local	Geography		Company Wide	
Clear and Stable	High Level Requirements		Vague	
Few & Routine	Interaction with Other Departments and Entities		Many and New	
None	Impact to Business Process		High	
Few & Straight Forward	Issues	Multiple & Contentious		
High	Level of Authority	Low		
Clear	Objectives		Vague	
Established	Policies		Non-existent	
Minimal	Politics		High	
Familiar	Target Users		Unfamiliar	
Experienced	Project Manager's Experience		Inexperienced	
Experienced	Team		Inexperienced	
Loose	Time Scale		Tight	
Low	Visibility	High		
			Total:	0
			Complexity:	0.0

Complexity Assessment Page 5 of 62

Business Transition & Technology Complexity Assessment (BTTCA) Model						
Project:   Project Title Here   Project #:   Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update			
Accounting Code:	PLCF0011					

### **Technical Complexity**

Instructions: On a scale of 0-low to 4-high, rate each applicable attribute and compute the Technical Complexity by dividing the total by the number of items rated above zero. Use the definitions in the student notebook for clarity.

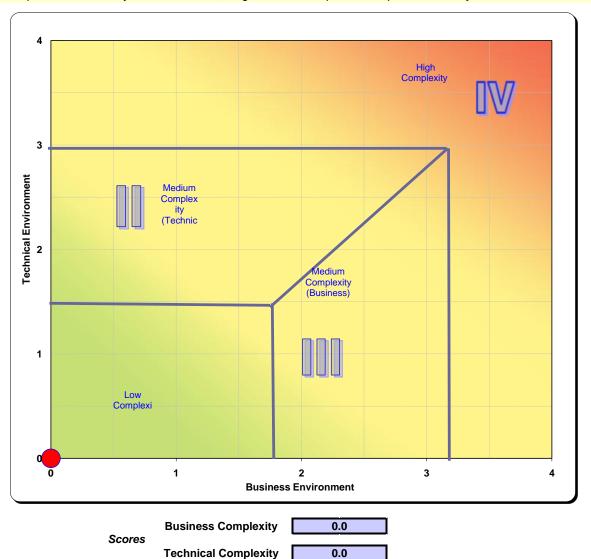
Low Complexity	Technical Attribute	High Complexity	Rating	
0 1	2	3	Rating	
Local	Communications	Company wide		
Established	Delivery Mechanism	New		
Local	Geography	Company wide		
Proven	Hardware	New		
Stand-alone	Level Of Integration	Tightly Integrated		
Proven/Stable	Networks (L/W)	New		
In place	New Technology Architecture	Not in place		
9-5, Mon-Fri	Operations	24-hour, 7-day		
Expert	PM Technical Experience	Novice		
Established and in use	Scope Management Process	None		
Light	Security	Tight		
Proven	Software	New		
Established and In Use	Standards And Methods	None		
Experienced	Team	Inexperienced		
High	Tolerance To Fault	Low		
Low	Transaction Volume	High		
	•	Total:	0	
		Complexity:	0.0	

Business Transition & Technology Complexity Assessment (BTTCA) Model						
Project:         Project Title Here         Project #:         Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update			
Accounting Code:	PLCF0011					

## **Complexity Diagram**

Instructions: Plot your project in the appropriate complexity zone.

[Note: Your project will be plotted automatically in this worksheet, using the values computed in the previous tables.]



Business Transition & Technology Complexity Assessment (BTTCA) Model						
Project: Project Title Here Project #: Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update			
Accounting Code:	PLCF0011					

## **Suggested Project Manager Skill Set Guidelines**

	Complexity		Duration		Budget	Resources		
•	Zone 1	6 months		•	<\$500K	•	< 5	
0	Zone II, Medium Zone III, Medium		< 1 year		<\$1M	0	<10	
0	Zone II, High Zone III, High	0	>1 year; < 3 years	0	>\$1M; <\$5M	0	11 – 20	
0	Zone IV	0	>3 years; <10 years	0	>\$5M; <\$100M	0	21 – 40	
		0	>10 years	Ç	>\$100M	0	40+	

Experience: Minimum 1 year working as a key team member on an IT project. Technical **PM Level:** Novice experience commensurate with the proposed technology.

Professional Knowledge: Understands the PMO and department's methodology.

For Oversight Purposes:

Zone I = Low Criticality/Risk

Zones II and III = Medium Criticality/Risk

Zone IV = High Criticality/Risk

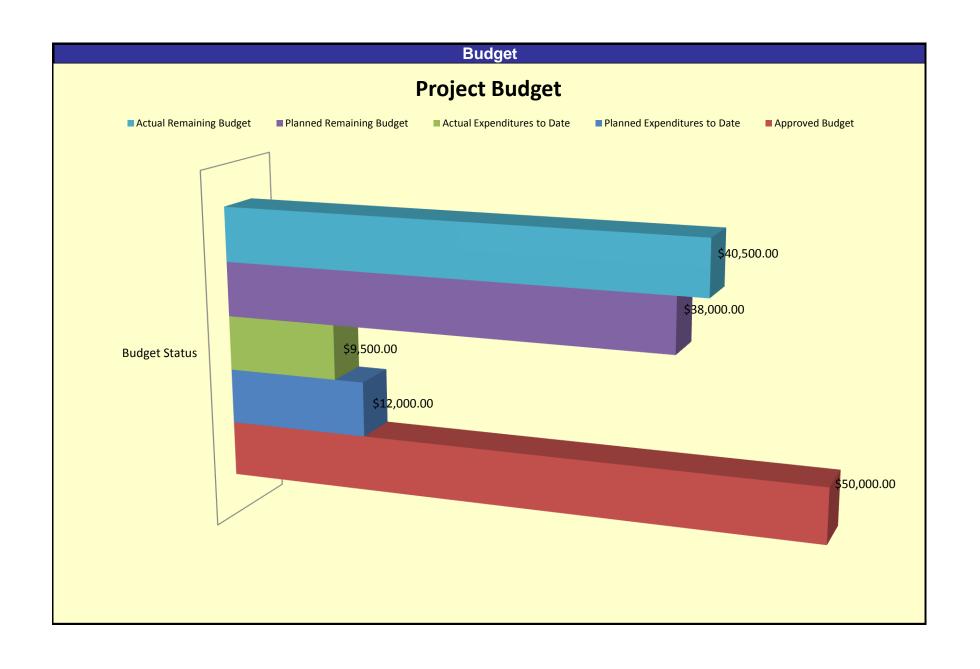
Assess the complexity of the project periodically: every two - three months and/or at the conclusion of each phase

	Project M	nicharter	
Project:	Project Title Here	Project #:	Project Number Here
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update
Accounting Code:	PLCF0011		
Background			
Business need and business benefits			
Objectives			
Scope	In Scope	Out of Scope	
Scope	In Scope	Out of Scope	
Scope	In Scope	Out of Scope	
Scope	In Scope	Out of Scope	
Scope  Deliverables			
	In Scope  Deliverable	Out of Scope  Due Date	
	Deliverable	Due Date	
Deliverables		Due Date	
Deliverables	Deliverable Scor	Due Date	
Deliverables	Deliverable  Scop Schedu	Due Date	Risks
Deliverables Flexibility matrix	Deliverable  Scop Schedu	Due Date	
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	Risks Risk Description
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	
Deliverables Flexibility matrix	Deliverable  Scop Schedu Co	Due Date	

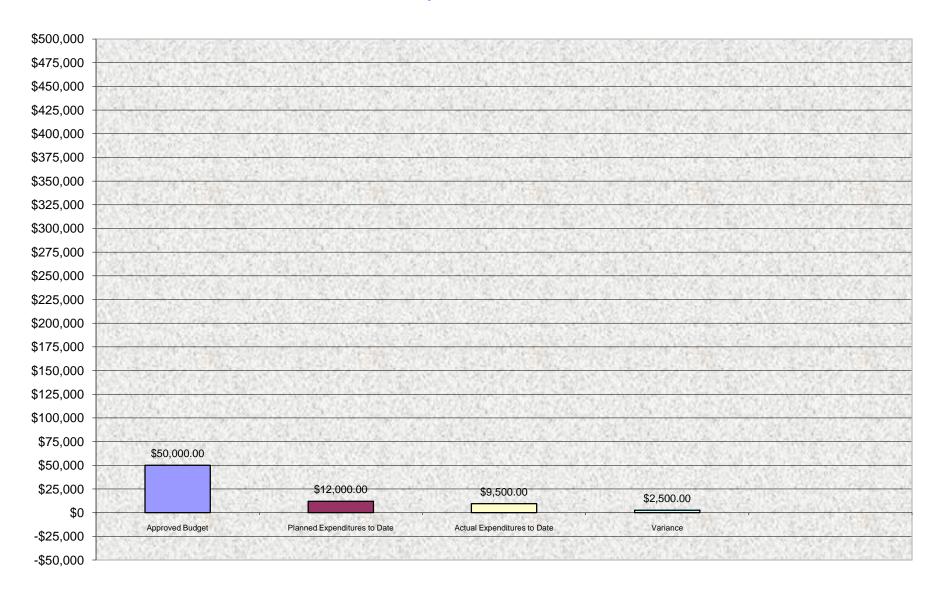
	Project Mir	nicharter	
Project:	Project Title Here	Project #:	Project Number Here
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update
Accounting Code:	PLCF0011		
Success criteria	1 -		
	2 -		
	3 -		
	4 -		
	5 -		
Signatures Sponsor			
	Signature		
	Printed name		
	Date		
Project Manager			
	Signature		
	Printed name		
	Date		

				Stopli	ght Report							
Project:	Project Title	Here				Project #:	Project Num	ber Here				
Project Manager:	Project Mana	ager Name H	ere			Sponsor: Sponsor Name Here						
Project Artifacts:	Location of F	Project Docur	nents Here			Last Update:	Date of Last Update					
Accounting Code:	PLCF0011											
					Delive	erables						
	1	2	3	4	5	6	7	8	9	10		
Schedule												
Scope												
Cost												
Risk												
Issues												
Planned completion												
Est. Completion		_					_					
				Manag	ement Alert							
ID	Situatio	n Requiring N	lanagement			Action	n Plan		Ow	ner		
			Accon	nplishments l		rting Period						
ID	D		. Caboo and	Planned Completion	Date	0			0			
עו	Descripti	on of Accomp	disnment	Completion	Completed	Ow	ner		Comments			
				+								
Deliverables		Title/De	scription				т	itle/Description	n			
Deliverables		Title/De.	oc. iption		6		-	ino/Description	/II			
2	•				7							
3					8							
4					9							
5					10							
					10							

		Budget		
Project:	Project Title Here	Project #:	Project Number Here	
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here	
Project Artifacts:	Location of Project Documents	Last Update:	Date of Last Update	
Accounting Code:	PLCF0011		<u> </u>	
	Buc	dget Status		
Approved Budget	Planned Expenditures to Date	Actual Expenditures to Date	Variance	
\$50,000.00	\$12,000.00	\$9,500.00	\$2,500.00	
	Planned Remaining Budget	Actual Remaining Budget	Variance	
	\$38,000.00	\$40,500.00	-\$2,500.00	
Additional \$ needed	. ,	,		
	Bud	lget 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



## **Project Name Here**



	Cos	t/Benefit A	nalysis				
Project:					Project Numl	ber Here	
Project Manager:	Project Mana		ere	Sponsor:	Sponsor Nan		
Project Artifacts:	Location of P	roject Docum	ents Here	Last Update:	Date of Last		
Accounting Code:	PLCF0011	,			ļ	•	
	oject Develo	pment and M	laintenance	Costs			
Description	FY2010	FY2011	FY2012	FY2013	FY2014	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	ψ0.00	Ψ0.00	Ψ0.00	ψ0.00	ψ0.00	Ψ0.00	
Operational Costs							
Nonrecurring Costs							
Recurring Costs							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total ongoing Support Costs	\$0.00	\$0.00	\$0.00	\$0.00	φυ.υυ	\$0.00	
		Panafita/Cav	ngo				
Current Process	FY2010	Benefits/Sav FY2011	FY2012	FY2013	FY2014	Total	
		F 1 2011	F 1 2012	F12013	F12014	Total	
Total Annual Price	<u> </u>	No F	) }	<u> </u>	<u> </u>		
Total Assessed Drive	1	New F	rocess	T	I	I	
Total Annual Price		<b>#0.00</b>	<b>#0.00</b>	<b>#0.00</b>	<b>#</b> 0.00	<b>#0.00</b>	
Annual savings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cumulative savings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cumulative costs	·	\$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	
	1 -	Future Value			1		
Present Value	Interes	st Rate	# Po	eriods		e Value	
					\$0	0.00	
		Present Val		<u> </u>			
Future Value	Interes	st Rate	# Po	eriods		nt Value	
\$0.00					\$0	0.00	
		lat Duages (1)					
Parit	N	let Present V				- 1 V-1	
Period		Cash	n Flow		Preser	nt Value	
1							
2							
3							
4							
5					4-		
Totals		\$0	0.00		\$0.00		
				elopment Cost	-		
			Net Prese	ent Value (NPV)	\$0	0.00	

	Daily Defects Log								
Project:	Project Title Here	Project #:	Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here						
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update						
Accounting Code:	PLCF0011								

No.	Date Identified	Defect ID	Summary	Defect Type	Project	Detected in Release	Date Resolved	Status/Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

							Risk Manageme	ent Matrix (Risk Regi	ster)				
Pro	ject:		Pro	ject	Title	e Here		· · · · · · · · · · · · · · · · · · ·	Project #:	Project Nu	mber Her	Э	
Pro	ject Manager:		Pro	ject	Mar	nager Name	e Here		Sponsor:	Sponsor N	ame Here	)	
Pro	ject Artifacts:		Loc	catio	n of	Project Do	cuments Here		Last Update:	Date of Last Update			
Acc	ounting Code:		PL	CF0	011								
ID	Risk Description	Probability	Impact	Detectability	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		response strategy:		Workarounu:				
3					0								
4					0								
5					0								
6					0								
7					0								
8					0								
9					0								
10					0								
11					0								
12					0								
13					0								
14					0								
15					0								

			Issues Log							
Projec		Project Title Here		Project #:	Pro	ject Numbe	er Here			
Projec	t Manager:	Project Manager Name Here	Sponsor:	Spc	nsor Name	e Here				
	t Artifacts:	Location of Project Documents	Here	Last Update:	Date of Last Update					
Accou	inting Code:	PLCF0011			•					
ID	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved		
1	What is the issue?	How will this impact scope, schedule & cost?	How do you intend to deal with this issue?	Who manages this issue?						
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

			Issues Log							
Projec		Project Title Here		Project #:	Pro	ject Numbe	er Here			
	t Manager:	Project Manager Name Here	Sponsor:		nsor Name					
	t Artifacts:	Location of Project Document	s Here	Last Update:	Date of Last Update					
Accou	nting Code:	PLCF0011								
ID 14	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved		
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										

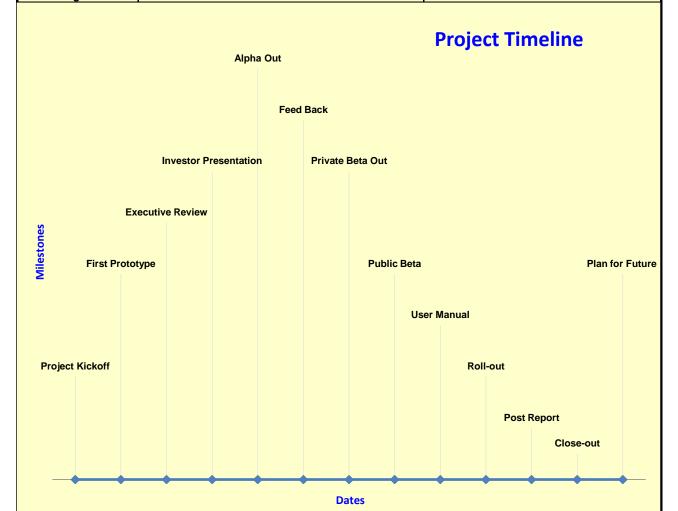
			Issues Log					
Projec	ot:	Project Title Here	Project #:	Pro	ject Numbe	er Here		
Projec	ct Manager:	Project Manager Name Here		Sponsor: Sponsor Name Here			e Here	
Projec	ct Artifacts:	Location of Project Documents	Here	Last Update:	Dat	e of Last U	Ipdate	
Accou	ınting Code:	PLCF0011						
ID	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved
27								
28								
29								
30								
31								

			Action Ite	ms				
Pro			ere		Project #:	Project Number		
Pro	ject Manager:	Project Manager Name Here			Sponsor:	Sponsor Name Here		
	ject Artifacts:	Location of Project Documents Here			Last Update:	Date of Last Update		
Acc	counting Code:	PLCF0011						
ID	Action Item	Owner	Status	Date Entered	Planned Completion	Actual Completion	Comments	
1	What is the item to be completed?	Who manages this						
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

	Action Items									
Pro	ject:	Project Title He	ere		Project #:	Project Number				
	ject Manager:	Project Manager Name Here			Sponsor:	Sponsor Name Here				
	ject Artifacts:	Location of Project Documents Here			Last Update:	Date of Last Update				
Acc	ounting Code:	PLCF0011								
ID	Action Item	Owner	Status	Date Entered	Planned Completion	Actual Completion	Comments			
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

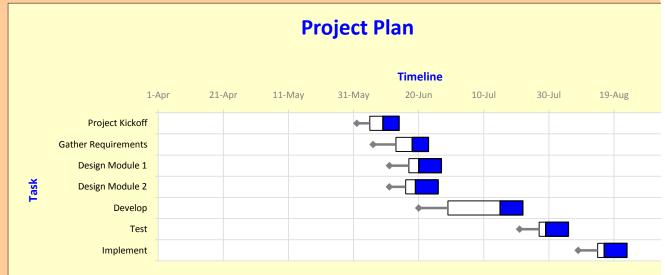
				Deliverabl	e Milestones				
Pro	ject:	Project Title Here			Project #:	Project Number Here			
	ject Manager:	Project Manager Name	Here		Sponsor:	Sponsor Name Here			
	ject Artifacts:	Location of Project Doc	cuments Here		Last Update:	Date of Last Update			
	ounting Code:	PLCF0011				•			
₽	Milestone	Description	Planned Completion	Actual Completion	Objectives	Assumptions	Constraints		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Project Milestones										
Project:	Project Title Here	Project #:	Project Number Here							
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here							
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update							
Accounting Code:	PLCF0011									



Date	Milestone if any	Height	Dummy	Milestone
May-09	Project Kickoff	1	0	Project Kickoff
Jun-09	First Prototype	2	0	First Prototype
Jul-09	Executive Review	2.5	0	Executive Review
Aug-09	Investor Presentation	3	0	Investor Presentation
Sep-09	Alpha Out	4	0	Alpha Out
Oct-09	Feed Back	3.5	0	Feed Back
Nov-09	Private Beta Out	3	0	Private Beta Out
Dec-09	Public Beta	2	0	Public Beta
Jan-10	User Manual	1.5	0	User Manual
Feb-10	Roll-out	1	0	Roll-out
Mar-10	Post Report	0.5	0	Post Report
Apr-10	Close-out	0.25	0	Close-out
May-10	Plan for Future	2	0	Plan for Future

Gantt Box Project Schedule									
Project:	Project Title Here	Project #:	Project Number						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name						
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last L						
Accounting Code:	PLCF0011								



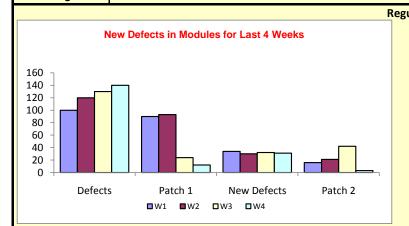
Task	Start	Best Case	Realistic	Worst Case	Start2	Realistic3
Project Kickoff	1-Jun-12	5-Jun-12	9-Jun-12	14-Jun-12	4	4
Gather Requirements	6-Jun-12	13-Jun-12	18-Jun-12	23-Jun-12	7	5
Design Module 1	11-Jun-12	17-Jun-12	20-Jun-12	27-Jun-12	6	3
Design Module 2	11-Jun-12	16-Jun-12	19-Jun-12	26-Jun-12	5	3
Develop	20-Jun-12	29-Jun-12	15-Jul-12	22-Jul-12	9	16
Test	21-Jul-12	27-Jul-12	29-Jul-12	5-Aug-12	6	2
Implement	8-Aug-12	14-Aug-12	16-Aug-12	23-Aug-12	6	2

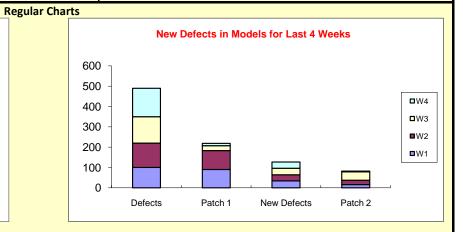


				Critca	al Path Me	ethod						
Project		Project Title He	ere				Project #:		Project N	umber Her	е	
Project	Manager:	Project Manage	er Name Her	ere			Sponsor: Sponso		Sponsor I	or Name Here		
Project	Artifacts:	Location of Pro	Location of Project Documents Here					ite:	Date of La	_ast Update		
Accoun	ting Code:	PLCF0011										
	Start Date	Duration										
	1/11/2010	20.0	Days									
	Finish Date											
	1/31/2010	4.0	Weeks									
				Ti	mes (in Day	/s)						
					ne Distribution:							
ID	Task Name	Predecessors	oll)	O (min)	M (most likely)	P (max)	Duration	r.o	EF	LS	LF	Slac
10	Start	(Enter one ID per c	eii)	(111111)	(ITIOSt likely)	(IIIax)	(exp. time		0.0	0.0	0.0	0.
20	Task A	10		2	4	6	4.0			0.0	4.0	0.
30	Task B	10		3	5	9	5.7			3.7	9.3	3
40	Task C	20		4	5	7	5.3			4.0	9.3	0
50	Task D	20		4	6	10	6.7			8.3	15.0	4
60	Task E	30   40		4	5	7	5.3			9.3	14.7	0
70	Task F	50		3	4	8	5.0			15.0	20.0	4
80	Task G	60		3	5	8	5.3			14.7	20.0	0.
90	Finish	70   80					0.0	20.0	20.0	20.0	20.0	0.
	Days: 0		5		10		15		2	20		25
	Start							ES	□Critical	■Flexible	◆ Events	
	Task A											
	Task B											
	Task C											
	Task D			_								
	Task E											
	Task F											
	Task G											
	Finish								•			

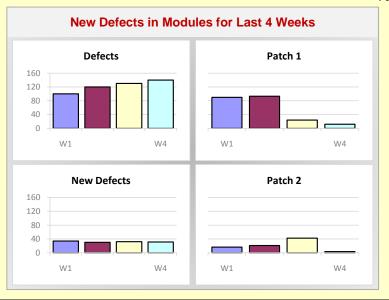
Weeks: 0

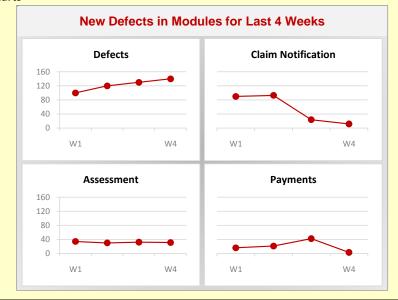
	Data Defect Panel Charts									
Project:	Project Title Here	Project #:	Project Number Here							
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here							
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update							
Accounting Code:	PLCF0011									





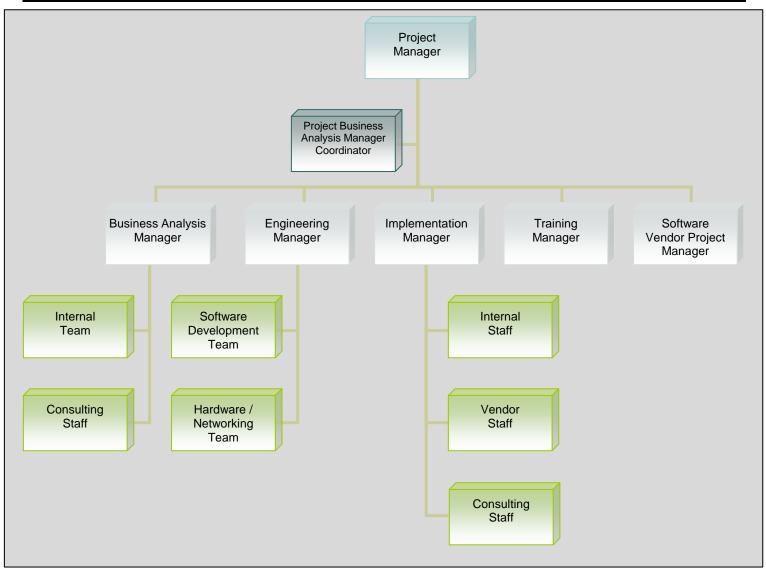
#### **Panel Charts**



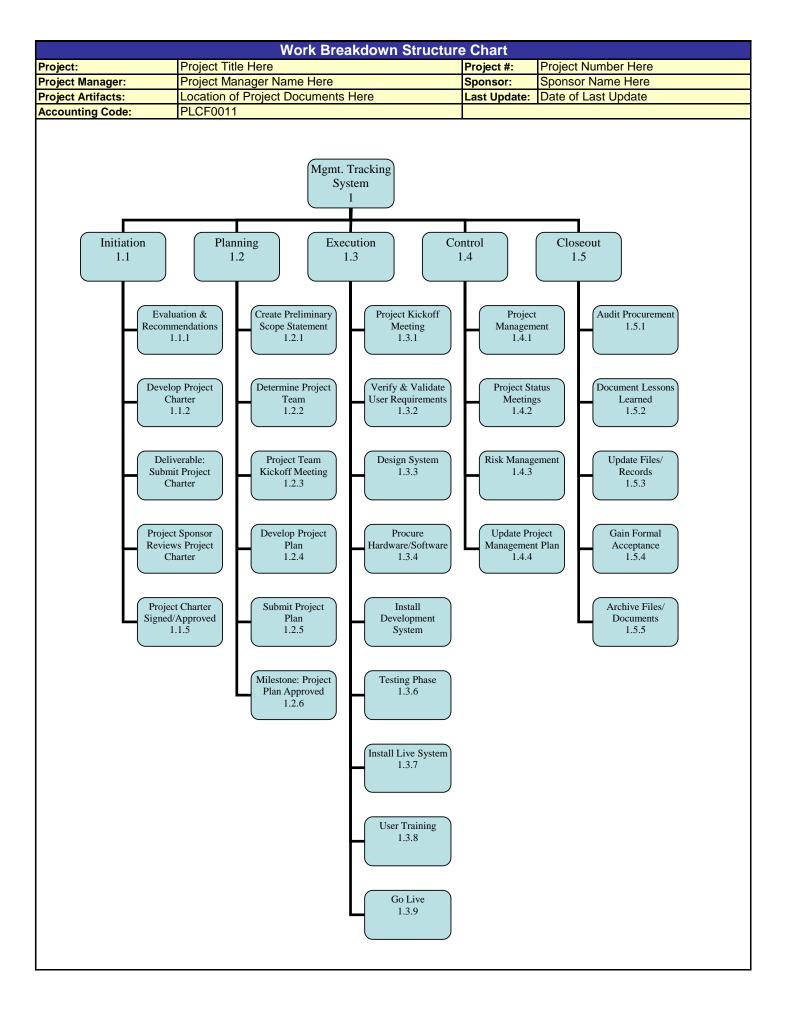


<b>DATA T</b>	ABLE					Comments
New De	fects in Mo	odules for Last 4 W	/eeks			Type in comments here regarding the chart
Week	Week	Defects	Patch 1	New Defects	Patch 2	analysis.
W1	W1	100	90	34	16	
	W2	120	93	30	21	
	W3	130	24	32	42	
W4	W4	140	12	31	3	

Project/Governace Organizational Chart										
Project:	Project Title Here	Project #:	Project Number Here							
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here							
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update							
Accounting Code:	PLCF0011									



				Work	Breakdov	wn Structur	е			
Pro	ject:	Project Title				Project #:	Project Numb			
Pro	ject Manager:					Sponsor:	Sponsor Nam			
	ject Artifacts:	Location of Project Documents Here			Last Update:	Date of Last l	Jpdate			
Acc	counting Code:	PLCF0011								
ID	Task	Dependencies	Status	Effort Hours	Cost	Start Date	Planned Completion	Estimate to Completion	Actual Completion	Resource
1		ID # of task								
2										
3										
4										
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6										
7										
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10										
11										
12										
13										
14										
15										
16										
Note	e: Suggest using Microsoft Project, Visio and oth	ner WBS software	to replace	e this form	۱.					



			Rosto	er										
Project:		Project Title Here			Project #:	Project Number Here								
Project Manager:		Project Manager Nam	e Here		Sponsor:	Sponsor Name Here								
Project Artifacts:		Location of Project Do	ocuments Here		Last Update:	Date of Last Update								
Accounting Code:		PLCF0011												
Name	Core/ Extended Team	Title	Dept.	Phone	Cell Phone	E-Mail	Project Role							
Name	Tealli	Title	рерг.	Filone	Cell Filone	E-IVIAII	Project Role							

			Rost	er									
Project:		Project Title Here			Project #:	Project Number Here							
Project Manager:		Project Manager Nam	ne Here		Sponsor:	Sponsor Name Here							
Project Artifacts:		Location of Project Do	ocuments Here		Last Update:	Date of Last Update							
Accounting Code:		PLCF0011											
Name	Core/ Extended Team	Title	Dept.	Phone	Cell Phone	E-Mail	Project Role						

RASCI Chart									
(Responsible, Accountable, Supportive, Consulted, Informed)									
Project:	Project Title Here	Project #:	Project Number Here						
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here						
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update						
Accounting Code:	PLCF0011								

Functional Roles													
Activity	Project Sponsor	Business Project Owner	IT Project Owner	IT Business Partner	Business SME	Business Project Manager	IT Project Manager						
Project Proposal Document	А	S	С	R	С	I	I						
Project Kick Off Meeting	I	I	S	С	I	I	R						
Business Requirements Document	I	Α	С	R	С	S	I						
Functional Spec Document	I	Α	R	S	С	S	Ι						
Vendor Recommendation	I	Α	R	С	С	Ī	I						
Project Charter	I	С	Α	С	I	С	R						
Financial Review & Approval	А	S	R	S	I	I	S						
Baseline Project Schedule	I	Α	S	I	S	S	R						

#### **RASCI Definitions:**

- R Responsible. Owns the work, process, issues or resource to complete the activity
- **A** Accountable. Approves costs, scope and in some cases the timeline. It is assumed that the Approver has financial authority or prior financial approval.
- **S** Supportive. Provides resources or can play a supporting role in implementation.
- **C** Consulted. Has information and/or capability needed to complete the work.
- I Informed. Must be notified on results, but do not needn to be involved in the decision-making process.

#### **Stakeholder Definitions:**

- Project Sponsor Person funding the project
- Business Project Owner Person who owns the implementation of the project or product for the business.
- IT Project Owner Person who owns the IT implementation of the project and the technical support of the final solution.
- IT Business Partner Person who liases between the business and IT.
- Business SME Person who provides expertise in requirements gathering and overall expertise in the product or solution.
- Business Project Manager Person who coordinates the project deliverables from the business side.
- IT Project Manager Person who coordinates the IT components of the project.

			Rol	es and Responsi	bilities							
Project:	Project Title	Here	•		Project #:	Project Number Here						
Project Manager:	Project Mana	ager	Name Here		Sponsor:	Sponsor Name Here						
Project Artifacts:	Location of F	roje	ct Documents Here		Last Update:							
Accounting Code:	PLCF0011	-			Last Update: Date of Last Update							
Name	Core/ Extended Team	% Assigned	Deliverables Leading	Deliverables Participating On	Project Role	Other Project Assignments						

	Responsibility Assignmer	nt M	latr	ix														
Project:	Project Title Here					ject	#:		Pro	ject	Nun	nber	He	re				
Project Manager:	Project Manager Name Here					nso				nso								
Project Artifacts:							date	<b>)</b> :	Date of Last Update									
Accounting Code:																		
Legend: A: Approves the deliverable R: Reviews C: Creates and or C1 primary, C2 Backup I: Provides input N: Is notified when deliverable is complete M: Manages the deliverables			Business Sponsor	T Sponsor	Business Driver	Business Project Lead	Project Manager	Business Sys. Analyst	Data Modeler	DBA	Data Staging Designer	Trainer	Appl'n Developer	Tech/Security Architect	Tech Support Specialist	Data Staging Programmer	Data Steward	QA Analyst
	Project Management and Requi	Business End Users			ш													$\dashv$
	Project Task																	
	Initiation																	
	Develop preliminary project scope																	
	Identify business need																	
	Develop preliminary budget																	
	Identify preliminary return on investment																	
5	Complete project charter																	
	Planning																	
	Establish project identity															<b>—</b>		
	Identify project team/resources																	
	Conduct stakeholder analysis																	
	Prepare draft project schedule																	
5	Conduct project kickoff meeting																	
6	Gather detailed user requirements																	
7	Define current business processes (as is)																	
	Revise project schedule																	
	Develop project communication plan															$\Box$	一	
	Develop project organizational structure															$\Box$	$\neg$	
	Identify training plan															一	$\neg$	
	Develop project quality plan															$\neg$	一	_
	Develop scope management plan															$\Box$	$\neg$	
	Develop risk management plan															$\neg$	$\neg$	
	Develop change management plan															$\Box$	$\neg$	

	Responsibility Assignmer	nt M	latr	ix														
Project:	Project Title Here				Pro	ject	#:		Pro	ject	Nun	nbei	r Hei	re				
Project Manager:	Project Manager Name Here					nso				•			Her					
Project Artifacts:	Location of Project Documents Here					t Up		):	Dat	te of	Las	t Up	date	€				
Accounting Code:	PLCF0011																	
Legend: A: Approves the d R: Reviews C: Creates and or I: Provides input	C1 primary, C2 Backup  deliverable is complete	Business End Users	Business Sponsor	T Sponsor	Business Driver	Business Project Lead	Project Manager	Business Sys. Analyst	Data Modeler	DBA	Data Staging Designer	Trainer	Appl'n Developer	Tech/Security Architect	Tech Support Specialist	Data Staging Programmer	Data Steward	QA Analyst
	Project Management and Requi			_														
	Project Task																	
	Develop cost management plan																	
	Develop schedule management plan																	
	Develop technical specifications																	
19	Develop technical architecture																	
20	Conduct project procurement																	
21	Finalize project budget																	
22	Finalize return on investment																	
23	Ongoing project management																	
	Evention																	
1	Develop training materials	ı							ı					$\overline{}$		I	—	
	Execute communication plan			$\vdash$							$\vdash$		ightharpoonup	ightharpoonup		-	႕	$\dashv$
	Develop software			$\vdash$							$\vdash$		ightharpoonup	ightharpoonup			$\dashv$	-
	Develop software  Develop new business processes (to be)			$\vdash$							$\vdash$		$\overline{}$	$\overline{}$			$\dashv$	-
	Deploy new software			$\vdash$							$\vdash$		ightharpoonup	ightharpoonup			$\dashv$	-
	Conduct training			$\vdash$							$\vdash$			$\vdash$		-+	$\dashv$	$\dashv$
6	Conduct training																	$\dashv$
	Closing																	
	Get deliverable acceptance																	
	Close out contracts																	
3	Finalize budget																	
4	Finalize return on investment																	
5	Conduct closure survey																	

	Responsibility Assignmer	nt M	latr	ix														
Project:	Project Title Here				Proj	ect #	<b>#</b> :	I	Proje	ect N	Num	ber	Her	е				
Project Manager:	Project Manager Name Here				Spo	nsor	:	(	Spon	nsor	Nar	me l	Here	Э				
Project Artifacts:	Location of Project Documents Here				Last	Upo	date:	] :	Date	of L	_ast	Upo	date	)				
<b>Accounting Code:</b>	PLCF0011																	
I: Provides input	C1 primary, C2 Backup deliverable is complete eliverables	Business End Users	Business Sponsor	IT Sponsor	Business Driver	Business Project Lead	Project Manager	Business Sys. Analyst	Data Modeler	DBA	Data Staging Designer	Trainer	Appl'n Developer	Tech/Security Architect	Tech Support Specialist	Data Staging Programmer	Data Steward	QA Analyst
	Project Management and Requi	reme	ents															
	Project Task																	
6	Conduct/document lessons learned																	
7	Archive project																	

				Tea	m Mem	ber Tim	esheet						
Project:	Project T	itle Here				Project #:		Project N	umber He	ere			
Project Manager:		lanager N	ame Here	)		Sponsor:			Name He				
Project Artifacts:		of Project				Last Upda	ate:	Date of L	ast Updat	:e			
Accounting Code:	PLCF001	11				-							
	•							•					
Name	Insert na	me here											
						Effo	rt Hours S	pent					
Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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Total	0	0	0	0	0	0	0	0	0	0	0	0	0

				Resou	ırce Co	mmitme	nt Matr	ix					
Project:	Project T	itle Here				Project #:		Project N	umber He	ere			
Project Manager:		lanager N	ame Here	)		Sponsor:			Name He				
Project Artifacts:	Location	of Project	Documer	nts Here		Last Upda	ate:		ast Updat				
Accounting Code:	PLCF001	<u> </u>				•							
						Effort I	lours Cor	nmitted					
Names	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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Total	0	0	0	0	0	0	0	0	0	0	0	0	0

		Assumptions and Constraints			
Pro	ject:	Project Title Here	Project #:	Project Num	
	ject Manager:	Project Manager Name Here	Sponsor:	Sponsor Nar	
	ject Artifacts:	Location of Project Documents Here	Last Update:	Date of Last	Update
Acc	ounting Code:	PLCF0011			
ID	Description	Comments	Туре	Status	Date Entered
1					
2					
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4					
5					
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14					
15					
16					

		Decision Log			
Pro	ject:	Project Title Here	Project #:	Project Num	ber Here
	ject Manager:	Project Manager Name Here	Sponsor:	Sponsor Nai	me Here
	ject Artifacts:	Location of Project Documents Here	Last Update:	Date of Last	Update
Acc	ounting Code:	PLCF0011		1	
ID	Decision Description	Comments	Owner	Status	Date Entered
1					
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3					
4					
5					
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7					
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9					
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11					
12					
13					
14					
15					
16					

		Communication Plan				
Pro	ject:	Project Title Here	Project #	Project Num	ber Here	
	ject Manager:	Project Manager Name Here	Sponsor	Sponsor Nar		
	ject Artifacts:	Location of Project Documents Here	Updated	Date of Last	Update	
Acc	counting Code:	PLCF0011				
ID	Communication	Description	Frequency	Format	Owner	Recipient/ Attendees
,	What two of communication is this?	What is the description of the contents/purpose of this communication?			Who condo?	Who goto?
1	What type of communication is this?	contents/purpose of this communication?	<u> </u>		Who sends?	who gets?
2						
3						
4						
5						
6						
7						
8						
9						
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14						
15						
16						
17						

			Stakehol	der Anal	ysis		
	ject:		Project #:	Project Nu	mber Here		
	ject Manager:		Sponsor	Sponsor N			
	ject Artifacts:	Location of Project Documents He	Last Update:	Date of La	st Update		
Acc	ounting Code:	PLCF0011		•			
ID	Stakeholder	Role	Impact	Influence	Risk Tolerance	Needs	Responsibility
1							
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10							
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15							
16							

	Ex	pectations				
Project:	Project Title Here	Project #:		Project Number	r Here	
Project Manager:	Project Manager Name Here	Sponsor:		Sponsor Name	Here	
Project Artifacts:	Location of Project Documents Here	Last Update:		Date of Last Up	odate	
<b>Accounting Code:</b>	PLCF0011					
ID	Expectation Description	Source	Must Have	Want to Have	Nice to Have	Date Identified
				_		
				_		

	Ex	pectations							
Project:	Project Title Here	Project #:		Project Number	r Here				
Project Manager:	Project Manager Name Here	Sponsor:		Sponsor Name	Sponsor Name Here				
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update						
<b>Accounting Code:</b>	PLCF0011								
ID	Expectation Description	Source	Must Have	Want to Have   Nice to Have   Date Idea					
			_						

Project Change Control Log											
Projec	t:	Proje	ect Title Here		•			Project #:	Sponsor Name	Here	
Projec			ect Number Here					Sponsor:	Location of Pro		nts Here
Projec	t Artifacts:		ect Manager Nam						Date of Last Up		
	nting Code:		nsor Name Here					-			
									3		
Control #	Change Request Description	Priority	Requested By	Request Date	Deadline to Resolve	Schedulel mpact Delay (days)	Impact on Cost (\$)	Evaluator	Status	Date of Decision	Comments
1											
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	D	eliverable Acceptance Register			
Pro	ject:	Project Title Here	Project #:	Project Num	oer Here
Pro	ject #:	Project Manager Name Here	Sponsor:	Sponsor Nar	
Pro	ject Artifacts:	Location of Project Documents Here	Last Update:	Date of Last	Update
Acc	counting Code:	PLCF0011		•	
ID	Deliverable Description	Comments	Evaluator	Status	Date of Decision
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Project #:		Project Ma	anager Na	ame Here			Sponsor:		Sponsor N	Name Here				
Project #:		Location	of Project	Documen	ts Here		Last Upda			ast Update				
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							Effor	t Hours S	pent					
Resource Name		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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TOTAL	plan	0	0	0	0	0	0	0	0	0	0	0	0	0
	act		0	0	0	0	0	0	0	0	0	0	0	0
	VAR	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Burn Down Chart										
Project:	Project Title Here	Project #:	Project Number Here							
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here							
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update							
Accounting Code:	PLCF0011									



	Burne	d down	Bala	ince	Daily
Day	Planned	Actual	Planned	Actual	Completed
0			250	250	#N/A
1	12	8	238	242	8
2	18	10	220	232	10
3	11	0	209	232	0
4	4	12	205	220	12
5	5	19	200	201	19
6	6	13	194	188	13
7	10	8	184	180	8
8	20	2	164	178	2
9	20		144	#N/A	#N/A
10	18	2	126	176	2
11	6		120	#N/A	#N/A
12	13	2	107	174	2
13	7	34	100	140	34
14	14		86	#N/A	#N/A
15	12		74	#N/A	#N/A
16	14		60	#N/A	#N/A
17	12		48	#N/A	#N/A
18	11		37	#N/A	#N/A
19	19		18	#N/A	#N/A
20	18		0	#N/A	#N/A

	PERT Analysis													
<b>Project</b>	:	Project	Title He	re				Project	#:	Project Number Here				
<b>Project</b>	#:	Project	Manage	r Name	Here			Sponso	r:	Sponso	r Name	Here		
Project	Artifacts:	Location	า of Proj	ect Doc	uments	Here		Last Up	date:	Date of	Last Up	date		
Accour	ting Code:	PLCF00	)11											
		Most			PERT	15/15 Comp'	Std	+1 Std	-1 Std		-2 Std	+3 Std	-3 Std	
ID	Task	Likely	Min	Max	Est	ed Est	Dev	Dev	Dev	Dev	Dev	Dev	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	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	PERT Analysis													
<b>Project</b>	:	Project	Title He	re				Project	#:	Project	Number	r Here		
Project		Project	Manage	r Name	Here			Sponso	r:	Sponso	r Name	Here		
Project	Artifacts:	Location	n of Proj	ect Doc	uments	Here		Last Up	date:	Date of Last Update				
Accour	ting Code:	PLCF00	)11											
ID	Task	Most Likely	Min	Max	PERT Est	15/15 Comp' ed Est	Std Dev	+1 Std Dev	-1 Std Dev	+2 Std Dev	-2 Std Dev	+3 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	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	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	
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					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	

				Delp	hi Exercis	е				
Project:	Project Title I	Here				Project #:		Project Numb	er Here	
Project #:	Project Mana	ager Name He	re			Sponsor:		Sponsor Nam	ne Here	
Project Artifacts:		Project Docum				Last Update:		Date of Last	Update	
Accounting Code:		•				i i		•	•	
Score: 1 = Low to						•				
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	1	2	2	1	2	2	2	2	14	1.75
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	Ţ.
Minimum						İ			0	
Maximum						1			0	
						•				

				Delp	hi Exercis	e				
Project:	Project Title	Here				Project #:		Project Numb	oer Here	
Project #:	Project Mana	ager Name He	ere			Sponsor:		Sponsor Nan		
Project Artifacts:		Project Docum				Last Update:		Date of Last	Update	
Accounting Code:	PLCF0011	•							•	
Score: 1 = Low t										
Task	Sample task	k 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	k 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	k 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	k 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									
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 Pro	ject Size Estimate										
Project:		Project Title Here	Project #:	Project Number Here									
Project #:		Project Manager Name Here	Sponsor:	Sponsor Name Here									
Project Artifact		Location of Project Documents Here	Last Update:	Date of Last Update									
<b>Accounting Co</b>	de:	PLCF0011											
		Scope Estimate											
			Technology Systems Impacted										
		1 to 2	3 to 5	6 or more									
	Less than 50	Automatically do; no approval needed											
# of Business Requirements	51 - 100												
	100 or more			Approval required									
			Cost Estimate										
			# of Resources Involved	T									
		Less than 10	11 to 50	51 or More									
# . <b>( B</b>	Less than 50	Automatically do; no approval needed											
# of Business Requirements	51 - 100												
	100 or more			Approval required									
			Cost Estimate										
			# of Resources Involved										
			# Of Mesonices Illyolyen										
		Less than 10	11 to 50	51 or More									
	Low			Avoid									
Benefit	Medium												
	High	Automatically do; no approval needed											

		Resour	ce Loading		
Project:	Project Title Here		Project #:	Project Number Here	
Project Manager:	Project Manager Name H	ere	Sponsor:	Sponsor Name Here	
Project Artifacts:	Project Manager Name H Location of Project Docur	ments Here	Last Update:	Date of Last Update	
Accounting Code:	PLCF0011				
		Effort Ho	urs Committed		
ID	Names	Estimate of Total Effort	Activity Duration	Commitment Level	Total
					0
					0
					0
					0
					0
					0
					0
					0
					0
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					0
					0
	Total:	0	0	0	0

	IT/QA Require	ment	s T	est	Ma	atrix	K											
Project:	Project Title Here				Pro	ject	#:		Pro	ect N	Num	ber l	lere					
Project #:	Project Manager Name Here				Spc	nso	r:		Spo	nsor	Nar	ne H	lere					
Project Artifacts:	Location of Project Documents Here				Las	t Up	date	):	Date	e of I	Last	Upd	ate					
Accounting Code:	PLCF0011																	
The release contains th																		
2																		
3																		
4																		
5																		
	Testing Type	Required (Y or N)	Business Sponsor	IT Sponsor	Business Driver	Business Project Lead	Project Manager	Storage Engineer	Systems Engineer	DBA	Infrastructure	Architecture	Appl'n Developer	Lead Engineer	QA Department Head	QA Manager	QA Project Lead	QA Supervisor
	Quality Te	sting R	equ	irem	ents	3												
		QA F	Roun	d 1														
1	Security	Q,A,I	l		Π	Π									П	П		
	Operational Issues																	
	Baseline Development																	
	Initial fail over testing																	
5																		
		QA F	Roun	d 2														
1	Load Testing																	
2	Performance Testing																	
3	3rd Party Connectivity																	
4	Orchestration (internal system interfaces)																	
5	Validate fail over																	
6	Run Book review (internal system interfaces)																	
	Product Support Issues (check that logs do not fill up)																	
8																		
		04.5																
	Endurance (run at 75-80% capacity for 72 hours	QA I	Roun	u s	Π	Π	Π								П	П		
1	minimum)																	1
2	Security (external interfaces)																	
3																		
4																		
5																		
		QAF	Roun	d 4														
1															Щ	Щ		-
2															igwdapsilon	igwdapsilon		-
3															igwdapsilon	igwdapsilon		-
4			_												$\vdash\vdash$	$\vdash\vdash$		
5	<u>L</u>														Ш	Ш		
Legend																		
Creates the deliver	able	C1: nrin	marv	creat	or. C	2: იი	ntrib	ıtor										
Input required	C1: primary creator; C2: contributor																	
Reviews the delive	R																	
Approves the deliv	A																	
	deliverable is complete	N O																
Owns the deliverab	Owns the deliverable upon completion																	

			Project	Quality	Metrics	
Project:	Project Title Here		Project #:	Project N	lumber Here	
Project Manager:	Project Manager Name Here Location of Project Document	<del></del>	Sponsor:	Sponsor	Name Here	
Project Artifacts:	Location of Project Documer	nts Here	Last Update:	Date of L	ast Update	
Accounting Code:	PLCF0011		·			
J						
ID	Critical Success Criteria	Potentia	al Quality Metric	Priority	Metric Target	Action Plan
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	Project Quality Metrics											
Project:	Project Title Here		Project #:	Project N	lumber Here							
Project Manager:	Project Manager Name Her	·e	Sponsor:	Sponsor Name Here								
Project Artifacts:	Location of Project Docume	ents Here	Last Update:	Date of Last Update								
<b>Accounting Code:</b>	PLCF0011											
ID	Critical Success Criteria	Potentia	al Quality Metric	Priority	Metric Target	Action Plan						

## **NPV Calculator**

Add custom cash flows or create auto-generated cash flow series (uniform, gradient, and exponential series). You can delete, copy, and insert new columns, but make sure the Sum column is correct after making changes. The Net Present Value for each series is calculated, along with the Total NPV. Edit the light-blue cells. The IRR function is used to calculate the overall Internal Rate of Return. It requires an initial guess.

NPV 14,649.49 IRR 9.054%

Discount Rate (i) 6%

	Series Type:	Uniform (A)	Gradient (G)	Exp Grad	none				
	(A, G, or Eo):	100	100	100					
g (f	for Exp Grad):			5%					
	Periods:	5	10	7			<b>Custom Cash</b>		
	NPV:	421.24	2,960.23	674.08	-	2,148.66	4,471.70	(1,872.95)	5,846.53
				-	IRR:	16.34%	9.63%	4.14%	8.66%
Period	Sum	Series 1	Series 2	Series 3	Series 4	Label 1	Label 2	Label 3	Label 4
0	(150,000.00)	-	-	-	-		(40,000.00)	(40,000.00)	(70,000.00)
1	18,205.00	100.00	-	105.00	-	(10,000.00)	8,000.00	8,000.00	12,000.00
2	36,710.25	100.00	100.00	110.25	-	3,000.00	9,200.00	9,200.00	15,000.00
3	42,615.76	100.00	200.00	115.76	-	4,200.00	10,000.00	10,000.00	18,000.00
4	52,321.55	100.00	300.00	121.55	-	6,800.00	12,000.00	12,000.00	21,000.00
5	55,627.63	100.00	400.00	127.63	-		14,500.00	14,500.00	26,000.00
6	(8,365.99)	-	500.00	134.01	-			(9,000.00)	
7	740.71	-	600.00	140.71	-				
8	700.00	-	700.00	-	-				
9	800.00	-	800.00	-	-				
10	900.00	-	900.00	-	-				
11	-	-	-	-	-				
12	-	-	-	-	-				
13	-	-	-	-	-				
14	-	-	-	-	-				
15	-	-	-	-	-				
16	-	-	-	-	-				
17	-	-	-	-	-				
18	-	-	-	-	-				
19	-	-	-	-	-				
20	-	-	-	-	-				
21	-	=	=	-	-				
22	=	=	=	=	-				
23	=	=	=	=	-				
24	-	-	-	-	-				
25	-	-	-	-	-				
26	-	-	-	-	-				
27	-	=	=	-	-				
28	-	-	-	-	-				
29	-	-	-	-	-				
30	-	-	-	-	-				
31	-	-	-	-	-				
32	-	-	-	-	-				
33	-	-	-	-	-				
34	-	-	-	-	-				
35	-	-	-	-	-				
36	-	-	-	-	-				
37	=	-	=	=	-				
38	=	-	=	=	-				
39	-	-	=	-	-				
40	-	-	-	-	-				

## **XIRR, XNPV Calculator**

This worksheet uses the XNPV function to calculate the Net Present Value for a schedule of cash flows that are not necessarily periodic. The XNPV function requires the Analysis ToolPak add-in (see Help on XNPV function). It assumes 365 days in the year. The XIRR function is used to calculated the Internal Rate of Return. The dates do not need to be in order. You can have multiple cash flows with the same date.

Discount Rate 8%

NPV 2,180.51 IRR 37.34%

Using Dynamic Ranges

Date	Value			
1/1/08	(10,000.00)			
3/1/08	2,750.00			
10/30/08	4,250.00			
2/15/09	3,250.00			
4/1/09	2,750.00			

NPV 2,180.51 IRR 37.34%

Using the Exact Range

Date	Value			
1/1/08	(10,000.00)			
3/1/08	2,750.00			
10/30/08	4,250.00			
2/15/09	3,250.00			
4/1/09	2,750.00			

Days in Year 365
NPV 2,180.51

Using an Array Formula

Date	Value			
1/1/08	(10,000.00)			
3/1/08	2,750.00			
10/30/08	4,250.00			
2/15/09	3,250.00			
4/1/09	2,750.00			

		NET PRESENT V	/AL	UE CALCULATOR	2		
		Investment/ Project A		Investment/ Project B		Investment/ Project C	
Discount Rate Period (Year) Initial Cash Flow	: : :	10.00% 5 125,000.00		11.00% 6 150,000.00		12.00% 7 170,000.00	
Project NPV Difference Percentage	:	137,145.29 12,145.29 9.72%		168,963.09 18,963.09 12.64%		160,641.85 (9,358.15) -5.50%	
	Y 0 1 2 3 4 5	Cashflow (125,000.00) 50,000.00 70,000.00 90,000.00 70,000.00	Y 0 1 2 3 4 5 6	Cashflow (150,000.00) 50,000.00 70,000.00 90,000.00 90,000.00	Y 0 1 2 3 4 5 6	Cashflow (170,000.00) 50,000.00 70,000.00 90,000.00 120,000.00 90,000.00	
			6	70,000.00	6 7	70,000.00 50,000.00	