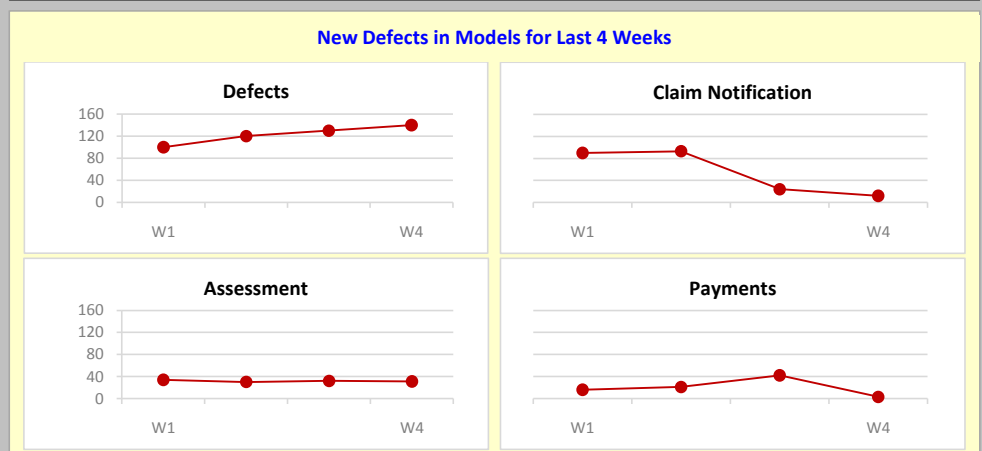
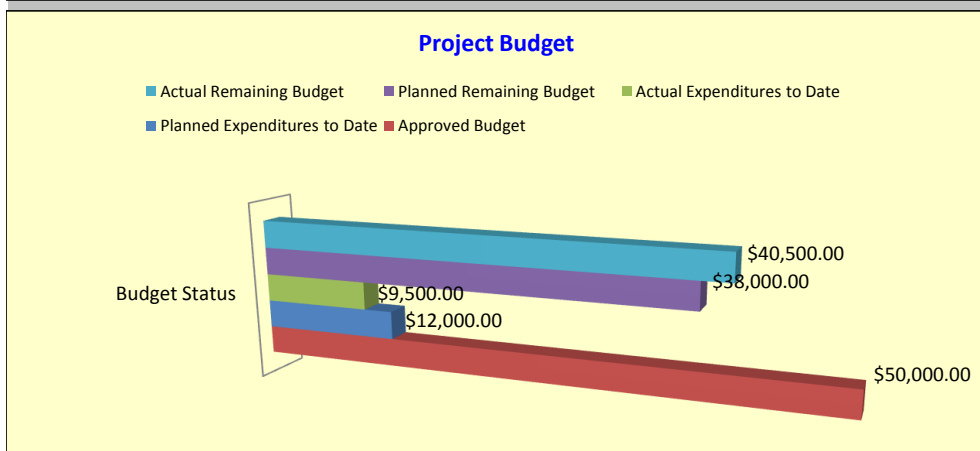
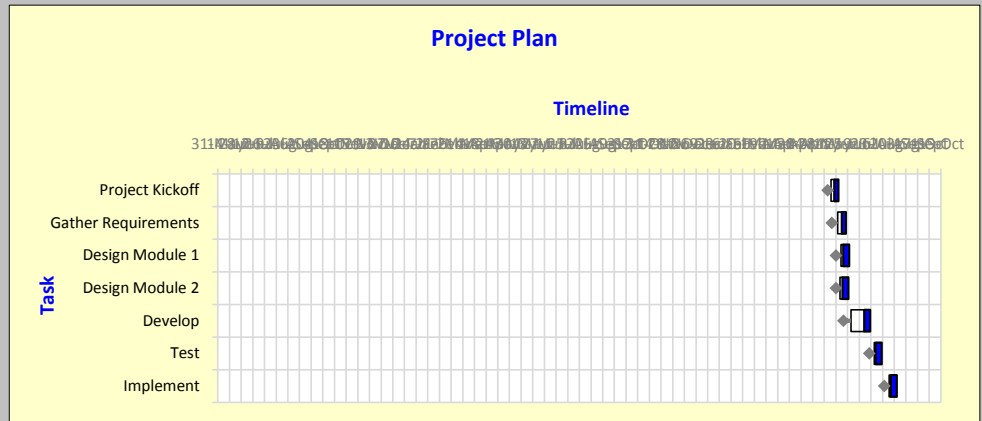
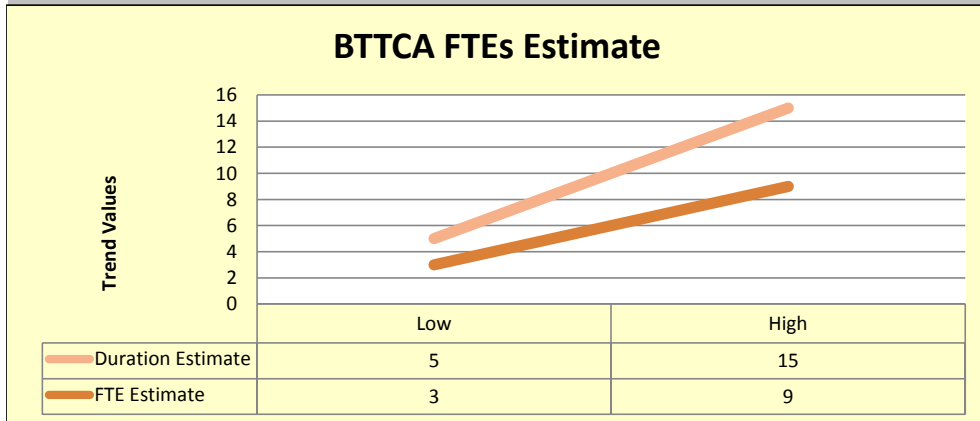
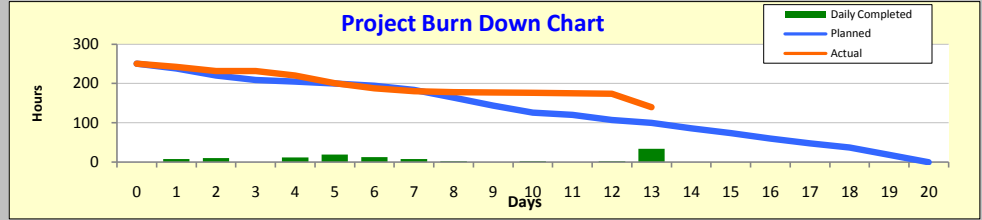


Dashboard

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

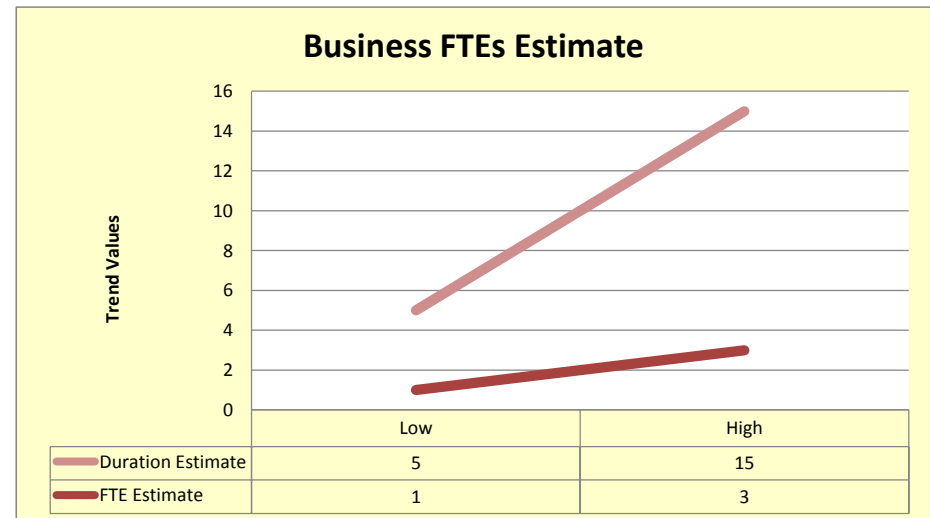
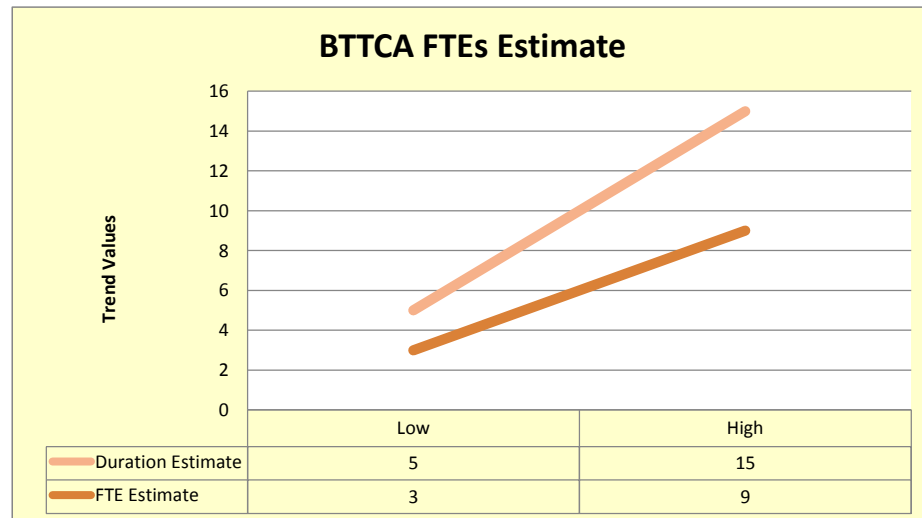


Business Transition & Technology Complexity Assessment (BTCA) Model			
Project:	Project Title Here	Project #:	Project Number Here
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here
Project Artifacts:	Location of Project Documents	Last Update:	Date of Last Update
Accounting Code:	PLCF0011		

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

Rough Order of Magnitude (ROM)

	BTTCA	Business Transition Trend	Combined Totals
Combined Trend Here:	## 3,3	## 1,1	
Cost Estimate	\$\$\$	\$\$\$	\$\$\$
Low	\$234,476	\$7,535	\$242,011
High	\$703,427	\$22,605	\$726,032
Duration Estimate	mths.	mths.	mths.
Low	5	1	5
High	15	3	15
FTE Estimate	# of FTE	# of FTE	# of FTE
Low	3	1	3
High	9	3	9



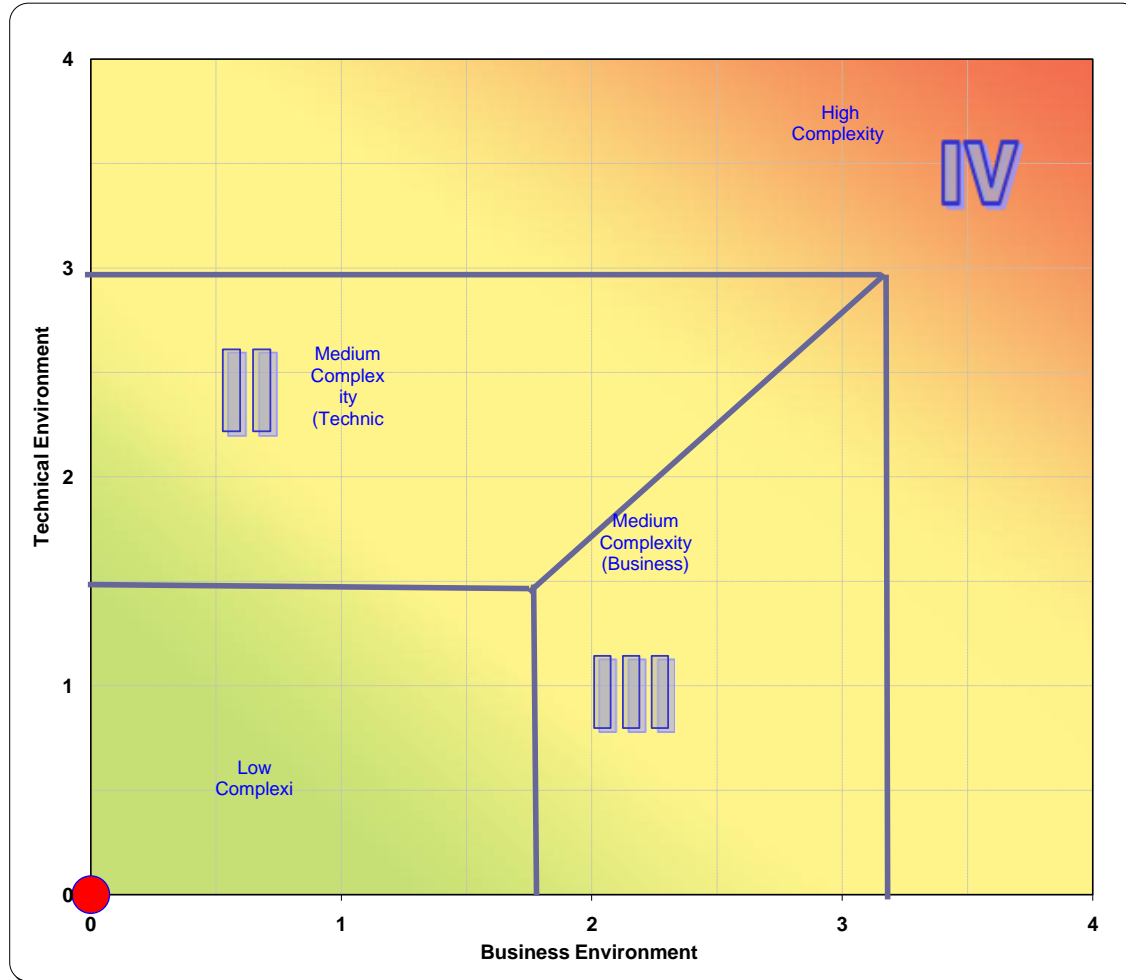
Complexity Assessment

Business Transition & Technology Complexity Assessment (BTCA) 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.]



Scores

Business Complexity	0.0
Technical Complexity	0.0

Complexity Assessment

Business Transition & Technology Complexity Assessment (BTCA) 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	
<input checked="" type="radio"/>	Zone 1	<input checked="" type="radio"/>	< 6 months	<input checked="" type="radio"/>	<\$500K	<input checked="" type="radio"/>	< 5
<input type="radio"/>	Zone II, Medium Zone III, Medium	<input type="radio"/>	< 1 year	<input type="radio"/>	<\$1M	<input type="radio"/>	<10
<input type="radio"/>	Zone II, High Zone III, High	<input type="radio"/>	>1 year; < 3 years	<input type="radio"/>	>\$1M; <\$5M	<input type="radio"/>	11 – 20
<input type="radio"/>	Zone IV	<input type="radio"/>	>3 years; <10 years	<input type="radio"/>	>\$5M; <\$100M	<input type="radio"/>	21 – 40
		<input type="radio"/>	>10 years	<input type="radio"/>	>\$100M	<input type="radio"/>	40+

PM Level: Novice Experience: Minimum 1 year working as a key team member on an IT project. Technical 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 Minicharter

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	
Deliverables	Deliverable	Due Date	
Flexibility matrix	Scope		
	Schedule		
	Cost		
Key considerations	Assumptions & Constraints	Risks	
		Category	Risk Description

Project Minicharter

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		

Stoplight Report

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		

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

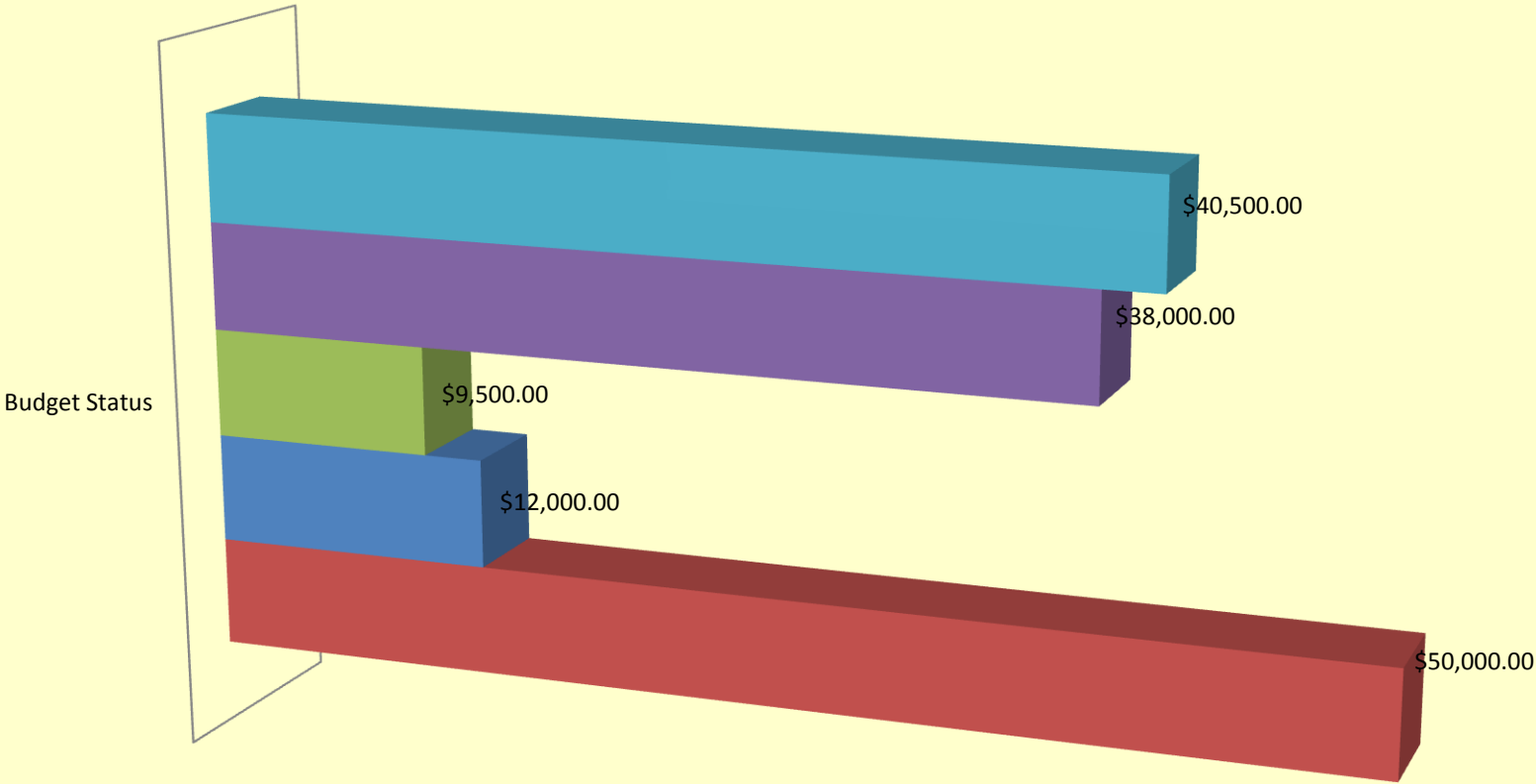
Deliverables	Title/Description		Title/Description
1		6	
2		7	
3		8	
4		9	
5		10	

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		
Budget 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			
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

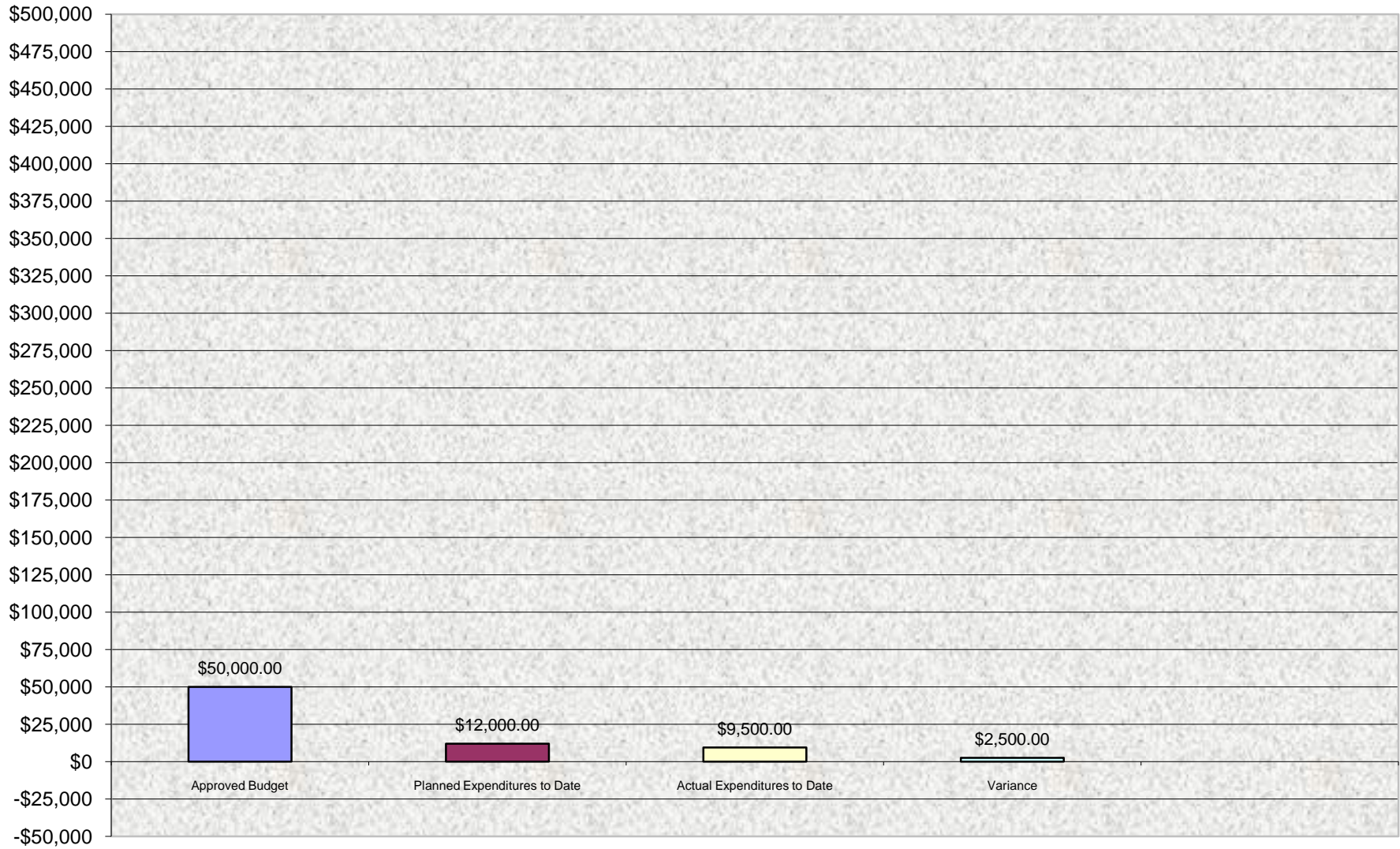
Budget

Project Budget

Actual Remaining Budget Planned Remaining Budget Actual Expenditures to Date Planned Expenditures to Date Approved Budget



Project Name Here



Cost/Benefit Analysis						
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					
Project Development and Maintenance 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						
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	FY2010	FY2011	FY2012	FY2013	FY2014	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	
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 (NPV)	
					\$0.00	

Risk Management Matrix (Risk Register)

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											
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								
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

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						
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								
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						
ID	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Issues 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						
ID	Issue Description	Project Impact	Action Plan/Resolution	Owner	Importance	Date Entered	Date to Review	Date Resolved
27								
28								
29								
30								
31								

Action Items

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

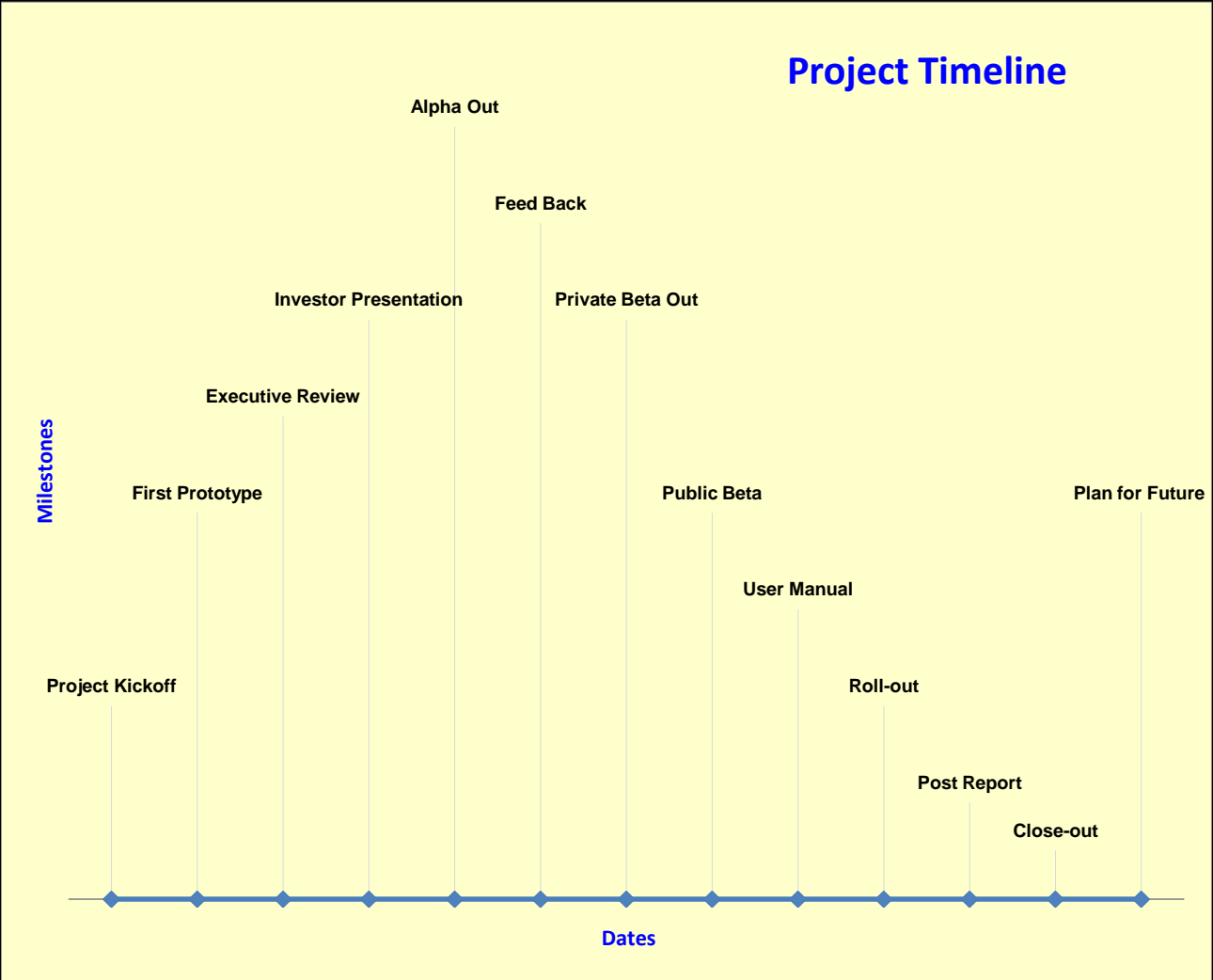
ID	Action Item	Owner	Status	Date Entered	Planned Completion	Actual Completion	Comments
1	What is the item to be completed?	Who manages this					
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Action Items

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					
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							

Deliverable 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						
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								
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		

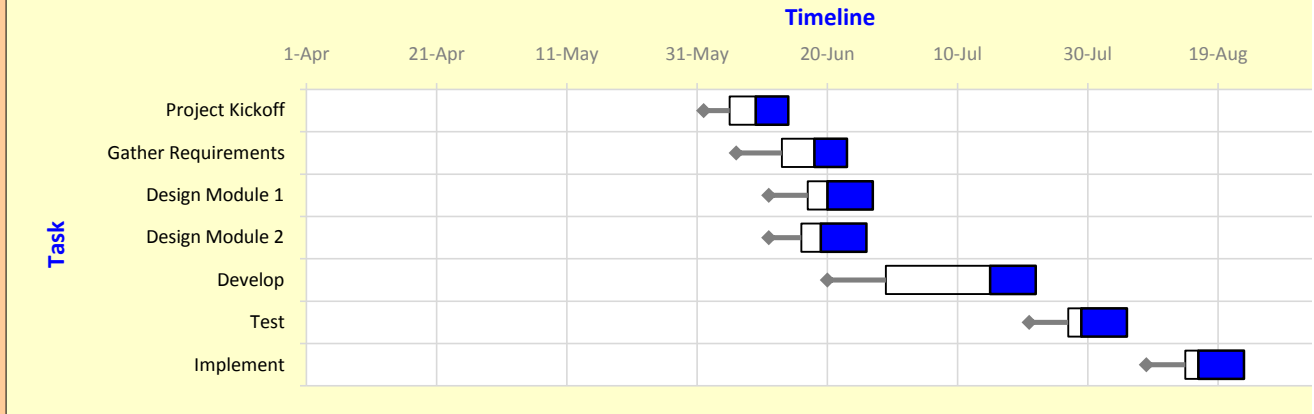


Date	Milestone if any	Height	Dummy	Milestone
May-09	Project Kickoff	1	0	Project Kickoff
Jun-09	First Prototype	2	0	First Prototype
Jul-09	Executive Review	2.5	0	Executive Review
Aug-09	Investor Presentation	3	0	Investor Presentation
Sep-09	Alpha Out	4	0	Alpha Out
Oct-09	Feed Back	3.5	0	Feed Back
Nov-09	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 U
Accounting Code:	PLCF0011		

Project Plan



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

er Here

e Here

Update



Worst

- 5
- 5
- 7
- 7
- 7
- 7
- 7

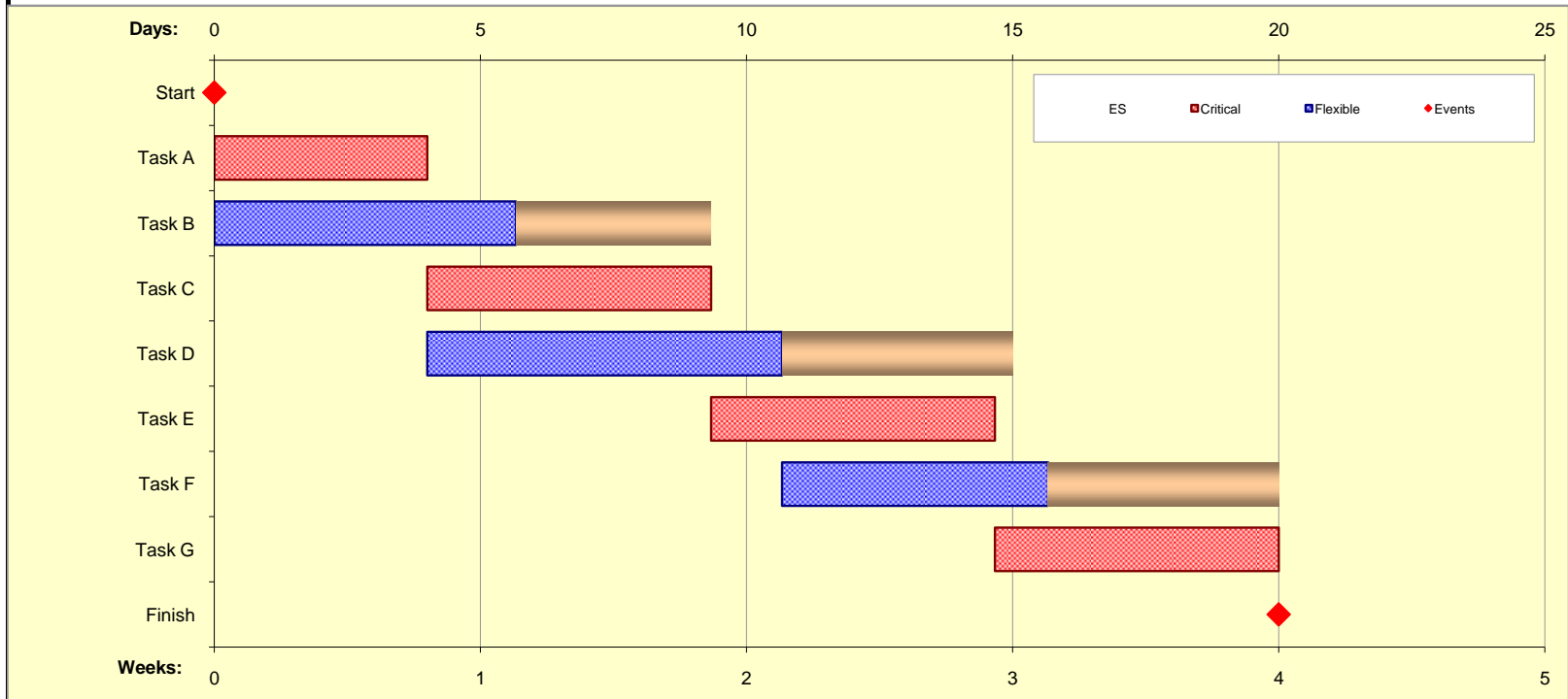
Critical Path Method

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		

Start Date	Duration
1/11/2010	20.0 Days
Finish Date	4.0 Weeks
1/31/2010	4.0 Weeks

Times (in Days)
Time Distribution: Triangular

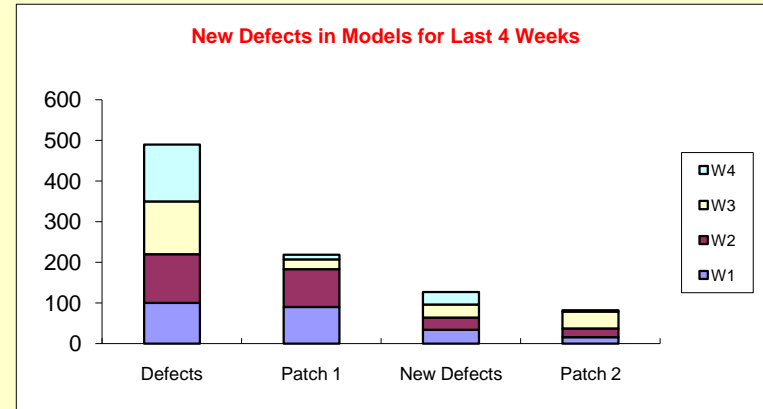
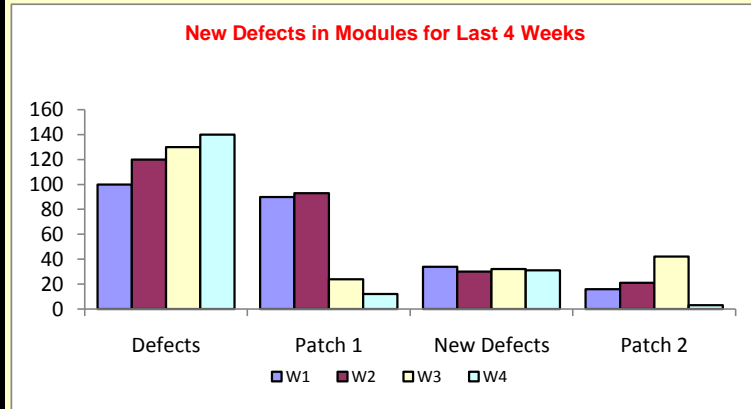
ID	Task Name	Predecessors <small>(Enter one ID per cell)</small>				O M P <small>(min) (most likely) (max)</small>			Duration <small>(exp. time)</small>	ES	EF	LS	LF	Slack
10	Start								0.0	0.0	0.0	0.0	0.0	0.0
20	Task A	10				2	4	6	4.0	0.0	4.0	0.0	4.0	0.0
30	Task B	10				3	5	9	5.7	0.0	5.7	3.7	9.3	3.7
40	Task C	20				4	5	7	5.3	4.0	9.3	4.0	9.3	0.0
50	Task D	20				4	6	10	6.7	4.0	10.7	8.3	15.0	4.3
60	Task E	30	40			4	5	7	5.3	9.3	14.7	9.3	14.7	0.0
70	Task F	50				3	4	8	5.0	10.7	15.7	15.0	20.0	4.3
80	Task G	60				3	5	8	5.3	14.7	20.0	14.7	20.0	0.0
90	Finish	70	80						0.0	20.0	20.0	20.0	20.0	0.0



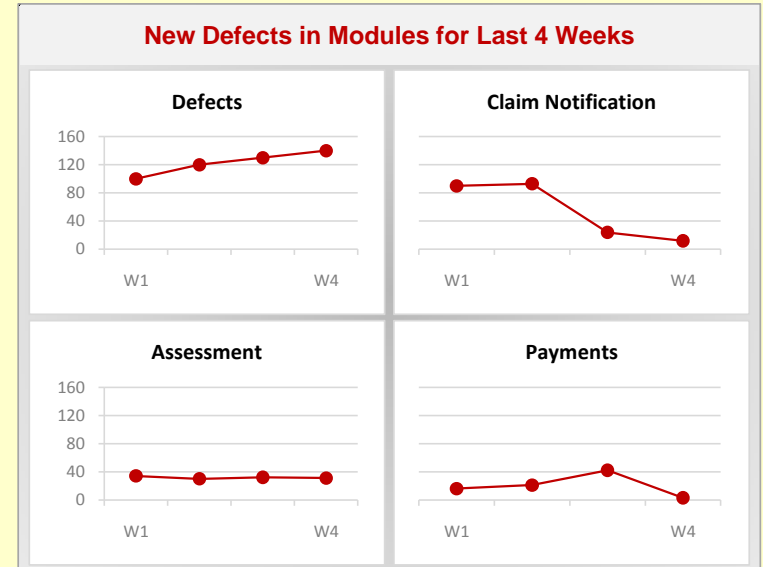
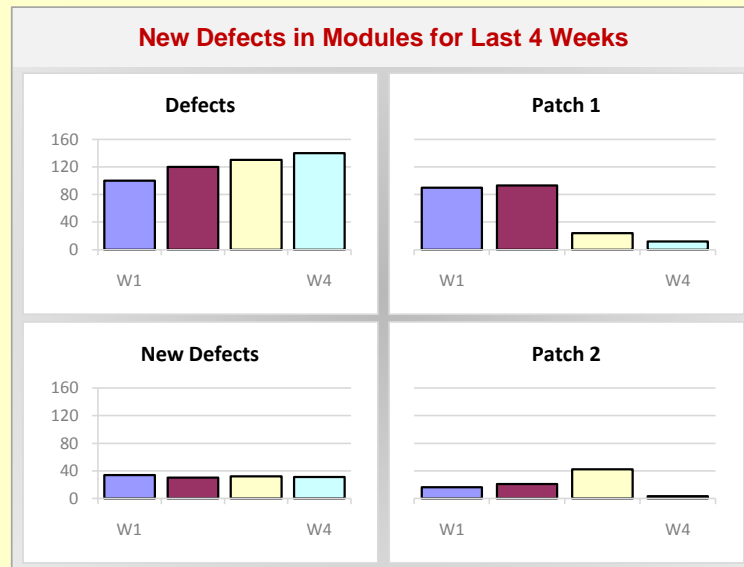
Data Defect Panel Charts

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		

Regular Charts



Panel Charts



DATA TABLE

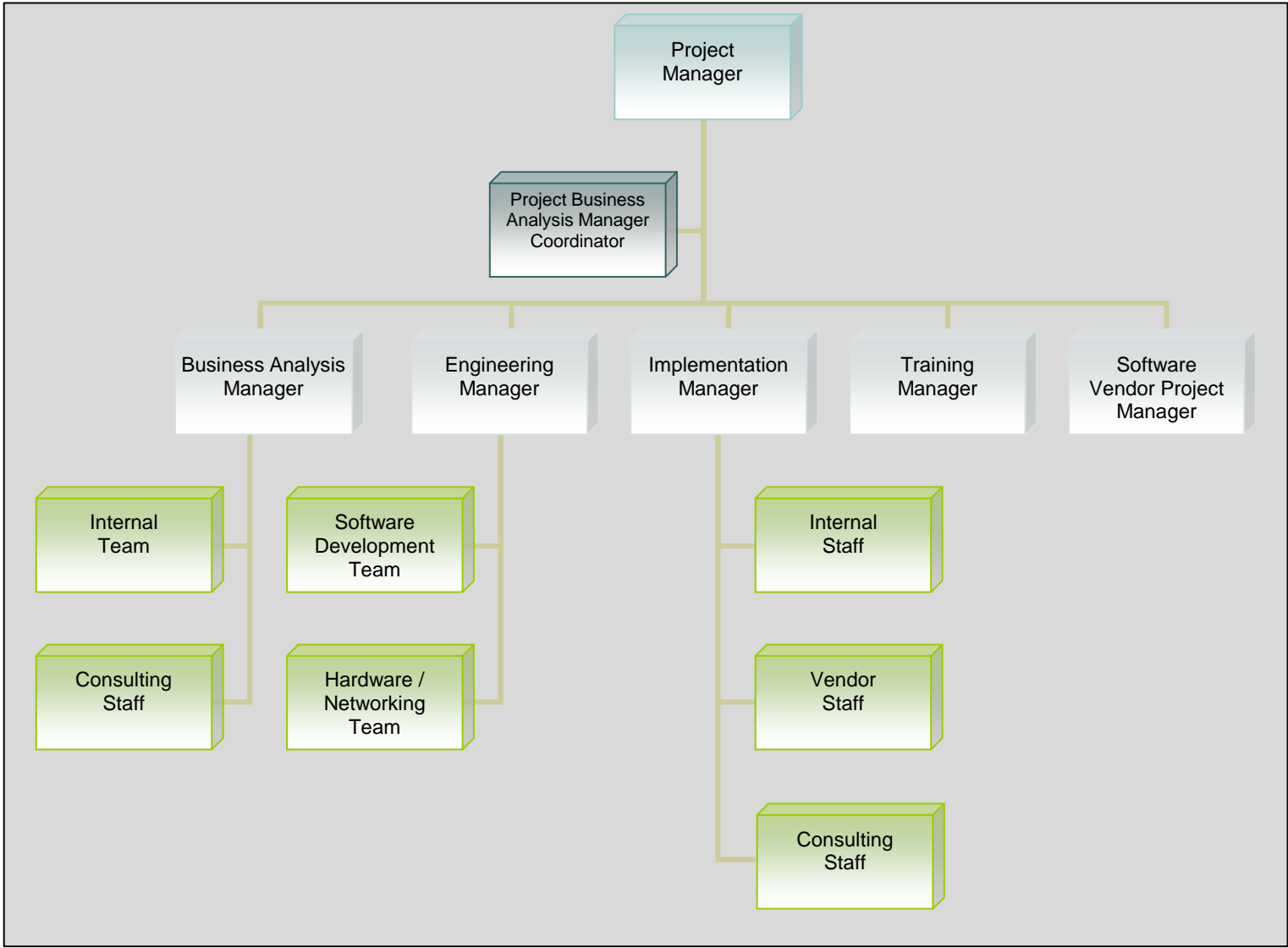
New Defects in Modules for Last 4 Weeks

Week	Week	Defects	Patch 1	New Defects	Patch 2
W1	W1	100	90	34	16
	W2	120	93	30	21
	W3	130	24	32	42
W4	W4	140	12	31	3

Comments

Type in comments here regarding the chart analysis.

Project/Governance 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 Breakdown Structure

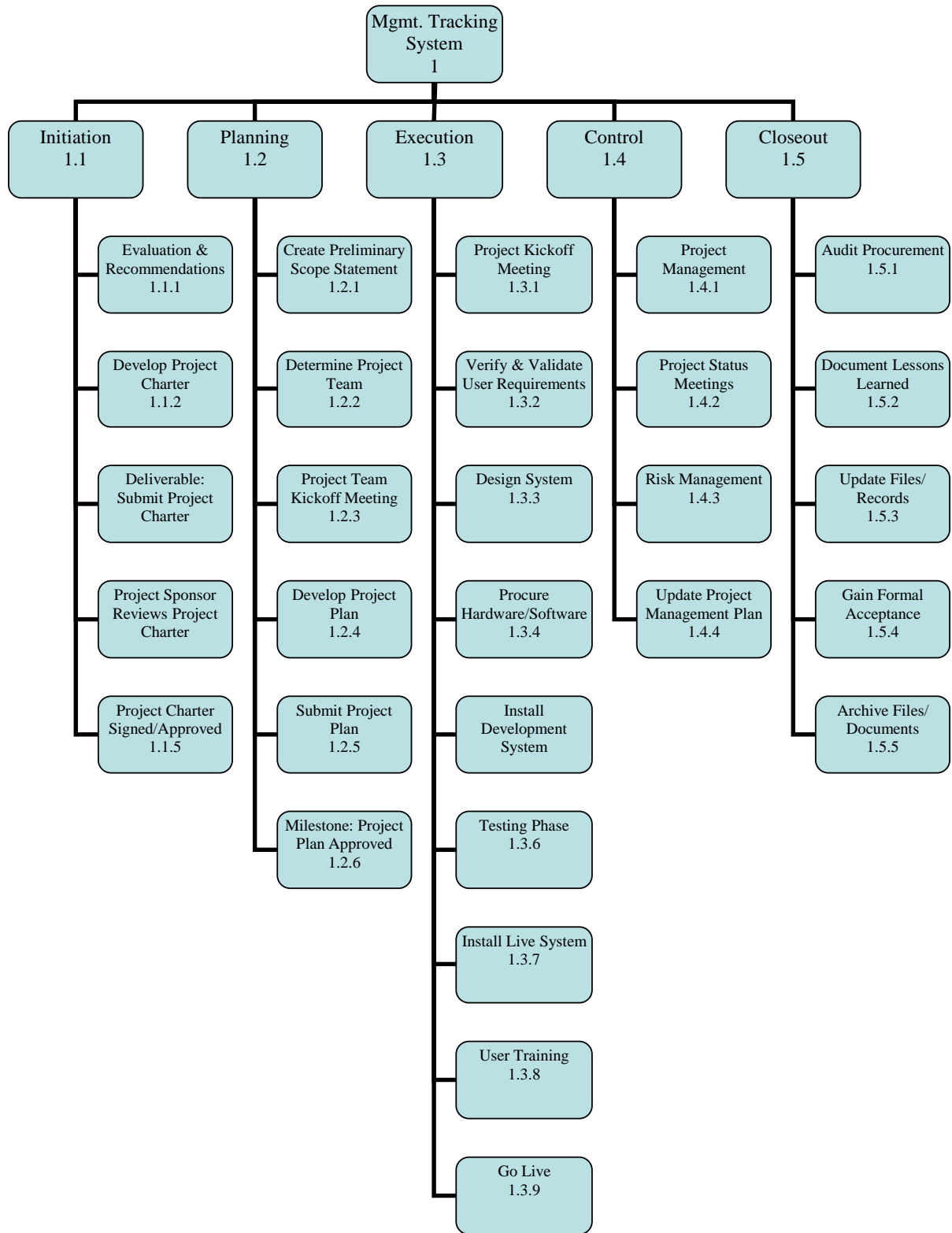
Project:	Project Title Here	Project #:	Project Number Here
Project Manager:	Project Manager Name Here	Sponsor:	Sponsor Name Here
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update
Accounting Code:	PLCF0011		

ID	Task	Dependencies	Status	Effort Hours	Cost	Start Date	Planned Completion	Estimate to Completion	Actual Completion	Resource
1		ID # of task								
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

Note: Suggest using Microsoft Project, Visio and other WBS software to replace this form.

Work Breakdown Structure 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		



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	A	S	C	R	C	I	I
Project Kick Off Meeting	I	I	S	C	I	I	R
Business Requirements Document	I	A	C	R	C	S	I
Functional Spec Document	I	A	R	S	C	S	I
Vendor Recommendation	I	A	R	C	C	I	I
Project Charter	I	C	A	C	I	C	R
Financial Review & Approval	A	S	R	S	I	I	S
Baseline Project Schedule	I	A	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 need 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.

Responsibility Assignment Matrix

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																		
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 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 Requirements																	
		Project Task																	
		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																	
		1	Establish project identity																
		2	Identify project team/resources																
		3	Conduct stakeholder analysis																
		4	Prepare draft project schedule																
5	Conduct project kickoff meeting																		
6	Gather detailed user requirements																		
7	Define current business processes (as is)																		
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																		

Responsibility Assignment Matrix

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																		
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 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 Requirements																	
		Project Task																	
		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																		

Responsibility Assignment Matrix

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																		
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 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 Requirements																	
		Project Task																	
		6	Conduct/document lessons learned																
		7	Archive project																

Assumptions and Constraints

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			
ID	Description	Comments	Type	Status	Date Entered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Decision 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				
ID	Decision Description	Comments	Owner	Status	Date Entered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Communication Plan

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	Updated	Date of Last Update		
Accounting Code:		PLCF0011				
ID	Communication	Description	Frequency	Format	Owner	Recipient/ Attendees
1	What type of communication is this?	What is the description of the contents/purpose of this communication?			Who sends?	Who gets?
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Stakeholder Analysis

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			

ID	Stakeholder	Role	Impact	Influence	Risk Tolerance	Needs	Responsibility
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Expectations

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					
ID	Expectation Description	Source	Must Have	Want to Have	Nice to Have	Date Identified

Project Change Control Log

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

Change Control #	Change Request Description	Priority	Requested By	Request Date	Deadline to Resolve	Schedule Impact Delay (days)	Impact on Cost (\$)	Evaluator	Status	Date of Decision	Comments
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Deliverable Acceptance Register

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

ID	Deliverable Description	Comments	Evaluator	Status	Date of Decision
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

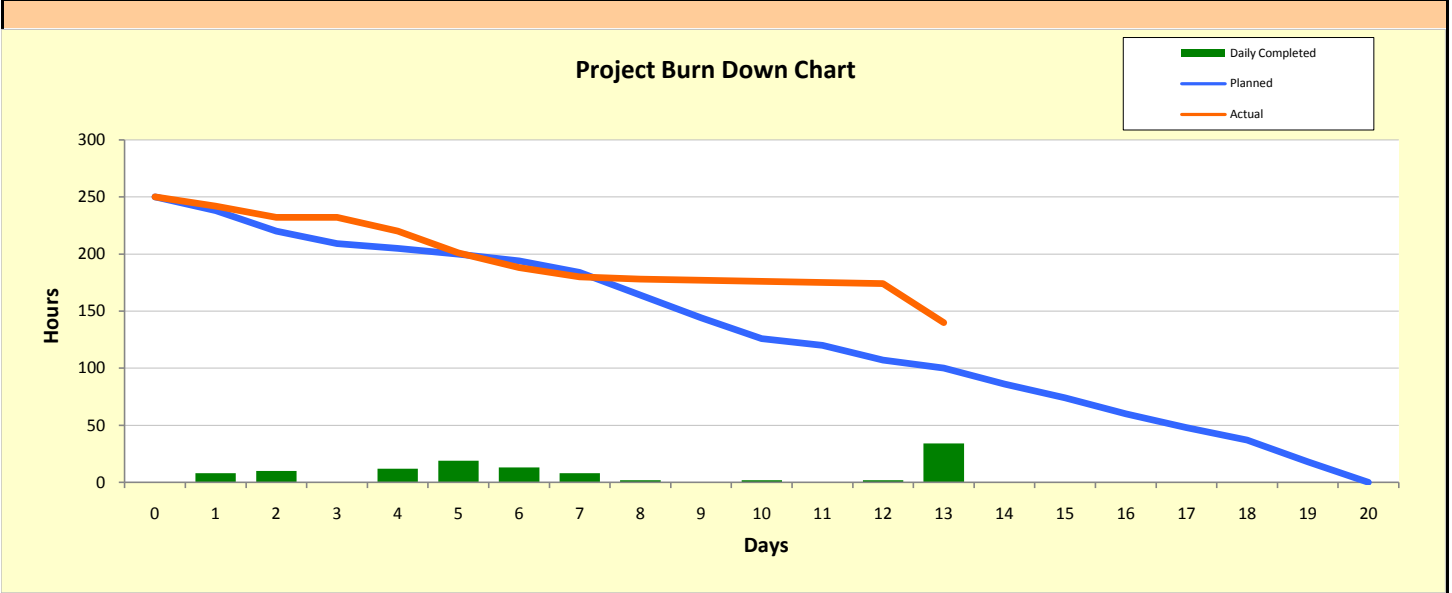
Man Power Estimate

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

Resource Name		Effort Hours Spent												Total
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
A	plan													0
	act													0
B	plan													0
	act													0
C	plan													0
	act													0
	plan													0
	act													0
	plan													0
	act													0
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	plan													0
	act													0
	plan													0
	act													0
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	0
VAR	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	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		



Burned down						Balance		Daily	Comments
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

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

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
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	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

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

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
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Delphi Exercise

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

Score: 1 = Low to 5 = High

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	
Minimum									0	
Maximum									0	

Delphi Exercise										
Project:	Project Title Here					Project #:	Project Number Here			
Project #:	Project Manager Name Here					Sponsor:	Sponsor Name Here			
Project Artifacts:	Location of Project Documents Here					Last Update:	Date of Last Update			
Accounting Code:	PLCF0011									
Score: 1 = Low to 5 = High										
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:	Project Title Here	Project #:	Project Number Here
Project #:	Project Manager Name Here	Sponsor:	Sponsor Name Here
Project Artifacts:	Location of Project Documents Here	Last Update:	Date of Last Update
Accounting Code:	PLCF0011		

Scope Estimate

Technology Systems Impacted

		1 to 2	3 to 5	6 or more
# of Business Requirements	Less than 50	Automatically do; no approval needed		
	51 - 100			
	100 or more			Approval required

Cost Estimate

of Resources Involved

		Less than 10	11 to 50	51 or More
# of Business Requirements	Less than 50	Automatically do; no approval needed		
	51 - 100			
	100 or more			Approval required

Cost Estimate

of Resources Involved

		Less than 10	11 to 50	51 or More
Benefit	Low			Avoid
	Medium			
	High	Automatically do; no approval needed		

Resource Loading					
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				
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
					0
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					0
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					0
					0
					0
					0
					0
					0
					0
					0
					0
	Total:	0	0	0	0

IT/QA Requirements Test Matrix

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

The release contains the following features:

- 1
- 2
- 3
- 4
- 5

	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
--	-------------------	------------------	------------	-----------------	-----------------------	-----------------	------------------	------------------	-----	----------------	--------------	------------------	---------------	--------------------	------------	-----------------	---------------

Testing Type

Quality Testing Requirements

QA Round 1

	1 Security																
	2 Operational Issues																
	3 Baseline Development																
	4 Initial fail over testing																
	5																

QA Round 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)																
	7 Product Support Issues (check that logs do not fill up)																
	8																

QA Round 3

	1 Endurance (run at 75-80% capacity for 72 hours minimum)																
	2 Security (external interfaces)																
	3																
	4																
	5																

QA Round 4

	1																
	2																
	3																
	4																
	5																

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

Project Quality Metrics

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		

ID	Critical Success Criteria	Potential 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%

Auto-Generated Cash Flow Series

Series Type:	Uniform (A)	Gradient (G)	Exp Grad	none
Value (A, G, or Eo):	100	100	100	
g (for Exp Grad):			5%	
Periods:	5	10	7	
NPV:	421.24	2,960.23	674.08	-

Custom Cash Flow Series

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 calculate 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 VALUE CALCULATOR

	Investment/ Project A	Investment/ Project B	Investment/ Project C
Discount Rate :	10.00%	11.00%	12.00%
Period (Year) :	5	6	7
Initial Cash Flow :	125,000.00	150,000.00	170,000.00
Project NPV :	137,145.29	168,963.09	160,641.85
Difference :	12,145.29	18,963.09	(9,358.15)
Percentage :	9.72%	12.64%	-5.50%

Y	Cashflow	Y	Cashflow	Y	Cashflow
0	(125,000.00)	0	(150,000.00)	0	(170,000.00)
1	50,000.00	1	50,000.00	1	50,000.00
2	70,000.00	2	70,000.00	2	70,000.00
3	90,000.00	3	90,000.00	3	90,000.00
4	90,000.00	4	120,000.00	4	120,000.00
5	70,000.00	5	90,000.00	5	90,000.00
		6	70,000.00	6	70,000.00
				7	50,000.00