

LIST OF TEMPLATES



Initiating

- Project Initiation Overview
- Project Initiation Checklist
- Project Feasibility Study
- Project Business Case
- Project Product Description
- Project Charter
- Project Review Checklist
- Project Review Summary

Executing

- Project Executing Overview
- Project Executing Checklist
- Project Work Authorization Form
- Project Training Plan
- Project Training Course Description Form
- Project Team Member Profile Form
- Project Change Request Form
- Project Change Control Log
- Proposal
- Seller's Invoice Form

Monitoring and Controlling

- Project Monitoring and Controlling Overview
- Project Monitoring Controlling Checklist
- Project Team Meeting Minutes
- Project Team Meeting Agenda
- Project Team Member Status Report
- Project Change Control Board Checklist
- Project Lessons Learned Form
- Project Lessons Learned Log
- Project Earned Value Reference Guide
- Project Deliverable Audit Form
- Project Deliverable Formal Acceptance Form
- Sellers Monthly Performance Report

Planning

- Project Planning Overview
- Project Planning Checklist
- Project Management Plan
- Project Scope Statement Form
- Project Scope Management Plan
- Project Work Breakdown Structure List
- Project Work Breakdown Structure Dictionary
- Project Activity List
- Project Risk Management Plan
- Project Risk Identification Form
- Project Issue Identification Form
- Project Risk Register & Issues Log
- Project Quality Management Plan
- Project Cost Management Plan
- Project Procurement Management Plan
- Request For Proposal (RFP)
- Project Change Control Management Plan
- Project Communication Management Plan
- Project Communication Management Plan Matrix
- Project Cause-And-Effect (Fishbone Diagram) Form
- Project Glossary Notebook
- Project Roles & Responsibilities notebook
- Project Team Directory
- Project Team Member Job Description Form

Closing

- Project Closing Overview
- Project Closeout Checklist
- Project Contract Closeout Checklist
- Project Release Authorization Form
- Project Performance Evaluation

Product Development Templates

- Product Design/Specification Document
- Product Technical Specification Document
- Product Test Plan
- Product Test Case

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