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

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

Project	
Project #	
Project manager	
Sponsor	
Project artifacts	
Last updated	

Project Minicharter

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	
Background			
Business need and business benefits			
Objectives			
Scope	**In Scope**	**Out of Scope**	
Deliverables	**Deliverable**	**Due Date**	
Flexibility matrix	**Scope**		
	Schedule		
	Cost		
Key considerations		**Risks**	
	Assumptions & Constraints	**Category**	**Risk Description**

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

Stoplight Report

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Management Alert

ID	Situation Requiring Management Attention	Action Plan	Owner

Accomplishments During Reporting Period

ID	Description of Accomplishment	Planned Completion	Date Completed	Owner	Comments

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

Budget

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Budget Status

Approved Budget	**Planned Expenditures to Date**	**Actual Expenditures to Date**	**Variance**
$0.00	$0.00	$0.00	$0.00
	Planned Remaining Budget	**Actual Remaining Budget**	**Variance**
	$0.00	$0.00	$0.00
Additional $ needed			

Budget Details

Internal Expenses				
Salaries	**Hourly Rate**	**# Hours**	**Total Cost**	
Type of resource	$0.00	0.00	$0.00	
Type of resource	$0.00	0.00	$0.00	
Type of resource	$0.00	0.00	$0.00	
Type of resource	$0.00	0.00	$0.00	
Type of resource	$0.00	0.00	$0.00	
Type of resource	$0.00	0.00	$0.00	
Other Internal Expenses			**Total Cost**	
Type of expense			$0.00	
Type of expense			$0.00	
Type of expense			$0.00	
Total Internal Expenses				**$0.00**
External Expenses				
Consulting Costs			**Total Cost**	
Type of consulting			$0.00	
Type of consulting			$0.00	
Type of consulting			$0.00	
Capital Expenditures			**Total Cost**	
Type of expense			$0.00	
Type of expense			$0.00	
Type of expense			$0.00	
Total External Expenses				**$0.00**

Total Budget	**$0.00**

Cost/Benefit Analysis

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Project Development and Maintenance Costs

Description	FY01	FY02	FY03	FY04	FY05	Total
Cost of Project Development						
Salaries						
Other internal expenses						
Consulting costs						
Capital expenditures						
Total project costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cost of Support						
Operational costs						
Nonrecurring costs						
Recurring costs						
Total ongoing support costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Benefits/Savings

Current Process	FY01	FY02	FY03	FY04	FY05	Total
Total annual price						
New Process						
Total annual price						
Annual savings	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cumulative savings	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cumulative costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cumulative total net savings	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Future Value

Present Value	Interest Rate	# Periods	Future Value
			$0.00

Present Value

Future Value	Interest Rate	# Periods	Present Value
$0.00			$0.00

Net Present Value		
Period	**Cash Flow**	**Present Value**
1		
2		
3		
4		
5		
Totals	$0.00	$0.00
Project development cost		$0.00
Net present value		$0.00

Risk Management Matrix (Risk Register)

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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 #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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								
14								
15								

Action Items

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Comments

Deliverable Milestones

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Work Breakdown Structure

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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										

Roster

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Name	Core/ Extended Team	Title	Dept.	Phone	Cell Phone	E-Mail	Project Role
				000.000.0000	000.000.0000		

Roles and Responsibilities

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Name	Core/ Extended Team	% Assigned	Deliverables Leading	Deliverables Participating On	Project Role	Responsibility	Other Project Assignments

Resource Assignment Matrix

Project		**Project #**	
Project manager		**Sponsor**	
Project artifacts		**Updated**	

	Project Task	**Business End Users**	**Business Sponsor**	**IS Sponsor**	**Business Driver**	**Business Project Lead**	**Project Manager**	**Business Sys. Analyst**	**Data Modeler**	**DBA**	**Data Staging Designer**	**Educator**	**Appl'n Developer**	**Tech/Security Architect**	**Tech Support Specialist**	**Data Staging Programmer**	**Data Steward**
	Project Management and Requirements																
	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																

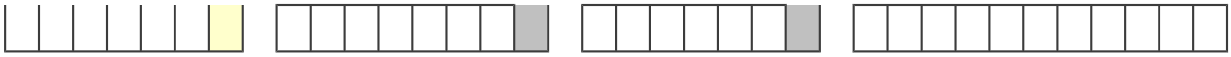
13	Develop scope management plan																
14	Develop risk management plan																
15	Develop change management plan																
16	Develop cost management plan																
17	Develop schedule management plan																
18	Develop technical specifications																
19	Develop technical architecture																
20	Conduct project procurement																
21	Finalize project budget																
22	Finalize return on investment																
23	Ongoing project management																

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

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

Legend	
Creates the deliverable	C1: primary creator; C2: contributor
Input required	I
Reviews the deliverable	R
Approves the deliverable	A
Notified when the deliverable is complete	N
Owns the deliverable upon completion	O

QA Analyst



Resource Commitment Matrix

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

	Effort Hours Committed												
Names	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Total**
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
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													0
													0
													0
													0

Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Assumptions and Constraints

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Decision Log

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Communication Plan

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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 #**	
Project Manager		**Sponsor**	
Project Artifacts		**Updated**	

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

0
Responsibility

Expectations

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

Change Control Log

Project		**Project #**	
Project Manager		**Sponsor**	0
Project Artifacts		**Updated**	

ID	Change Description	Priority	Originator	Date Entered	Date Assigned	Evaluator	Status	Date of Decision	Included in Rev. #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Deliverable Acceptance Log

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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

PERT Analysis

Project		**Project #**	
Project Manager		**Sponsor**	0
Project Artifacts		**Updated**	

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
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00	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 #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Task	**Sample task here**									
Team members	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	Name 7	Name 8	**Total**	**Average**
Most likely									0	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/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	#DIV/0!
Minimum									0	#DIV/0!
Maximum									0	#DIV/0!

Timesheet Totals

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

	Effort Hours Spent												
Name	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Total**
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
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													0
													0

Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Timesheet

Project		**Project #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

Name	Insert name here												
	Effort Hours Spent												
Task	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Total**
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
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													0

													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Initial Project Size Estimate

Project			**Project #**	
Project manager			**Sponsor**	0
Project artifacts			**Updated**	
		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 #**	
Project manager		**Sponsor**	0
Project artifacts		**Updated**	

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
					0
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					0

					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
	Total	0	0	0	0

Project Quality Metrics

Project		**Project #**	
Project Manager		**Sponsor**	0
Project Artifacts		**Updated**	

ID	Critical Success Criteria	Potential Quality Metric	Priority	Metric Target	Action Plan