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Project XY

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# Project / Project Goals

## Project Profile

|  |  |  |
| --- | --- | --- |
| Project-No.: WPS-DE-1403-2 | Project name: Project XY | |
| Project client: | Project leader: Surname, Forename | |
| Short description | | |
| Start event | Start date | Duration |
| End event | End date |
| Project goals | | |
| Milestones  M0 - Title | Project resources | |
| Team (intern) | Team (extern) | |
|  |  | |

## Goal hierarchy

### Use value analysis

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Must-Project | | Project #1 | | Project #2 | | Project #3 | |
| yes / no | |  | |  | |
| Criteria | G | P | G\*P | P | G\*P | P | G\*P |
|  | 1 | 2 | 3 |  | 1 |  | 1 |
|  | 9 |  | 0 |  | 1 |  | 1 |
| Sum | 10 |  | 3 |  | 3 |  | 6 |

### Goal table

| Cat. | No. | Description | Measuring crit. | Prio. |
| --- | --- | --- | --- | --- |
| Performance | P# |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Event | E# |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Costs | C# |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Social | S# |  |  |  |
|  |  |  |  |
|  |  |  |  |
| No Goals | N# |  | (not set) | |
|  |  |
|  |  |
| Priorities: “M” Must-Goal, “C” Could-Goal, “S” Should-Goal | | | | |

Table 1: Goal table

### Goal compatibility array

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | S# | C# | E# | P# |
| P# - Title |  |  |  |  |
| E# - Title |  |  |  |  |
| C# - Title |  |  |  |  |
| S# - Title |  |  |  |  |
| Compatibilities: “c” complementary, “n” neutral, “co” competitive | | | | |

Table : Goal compatibility array

# Project environment

## Environment analysis

### Environment portfolio

|  |  |  |
| --- | --- | --- |
|  | Direct | Implicit |
| Social |  |  |
| Objective |  |  |

Table : Environment portfolio

### Objective environment factor impact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Environmental factor (EF) | Impact | Measure | Impact on other EF |
| O# |  |  |  |  |
|  |  |  |  |  |

Table 4: Objective environment factor impact

## Stakeholder analysis (Interested parties)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | Interest | | Authority | Conflict potential |
| known | supposed |
| S# |  |  |  |  |  |
| S# |  |  |  |  |  |

Table : Stakeholder analysis

### Stakeholder portfolio

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Authority | | |
|  |  | Low | High | |
| Conflict Potential | Low |  | |  |
| Q1 - restrictive | | Q2 - discursive |
| High |  | |  |
| Q3 - discursive | | Q4 - participative |

Table : Stakeholder portfolio

### Stakeholder measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Problem | Measure | Measure goal |
| S# |  |  |  |  |
|  |  |  |  |  |

Table : Stakeholder measures

# Risk analysis

## Risk acquisition, classification and description

### Objective environmental factors risks

| No. | Environmental factor | Description | Risk. No. |
| --- | --- | --- | --- |
| O# |  |  | R# |
|  |  |  |  |

Table 8: Objective environmental factors risks

### Stakeholder risks

| No. | Stakeholder | Description | Risk. No. |
| --- | --- | --- | --- |
| S# |  |  | R# |
|  |  |  |  |

Table : Stakeholder risks

## Quantified evaluation of risks and measures to encounter risks

### Qualified risk analysis

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Risk | Cause(s) | Effect | PoO | AD | Variant |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| “PoO” Probability of occurrence, “AD” Amount of damage Risk variants: “TM” Time, “TN” Technical, “P” Political, “R” Resource, “I” Interdisciplinary | | | | | | |

Table 10: Qualified risk analysis

### Risk portfolio

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Amount of Damage | | | |
|  |  | Very low | Low | High | Very high |
| Probability of occurrence | Very low |  |  |  |  |
| low |  |  |  |  |
|  | Q1 – Accept | | Q2 – Preventive: Shift | |
| High |  |  |  |  |
| Very high |  |  |  |  |
|  | Q3 – Preventive: Reduce | | Q4 – Preventive. Avoid | |

### Quantified risk analysis

| No. | Risk | Cause(s) | Effect | PoO (%) | AoD (€) | RV (€) |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Risk value | | | | | |  |
| “PoO” Probability of occurrence, “AoD” Amount of damage, “RV” Risk value  Risk variants: “TM” Time, “TN” Technical, “P” Political, “R” Ressource, “I” Interdisciplinary | | | | | | |

Table 11: Quantified risk analysis

### Measures to encounter risks

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Risk | M.-Type | Procedure | M.-Costs (€) | PoOo (%) | PoOn (%) | AoDo (€) | AoDn (€) | RVn (€) | M.-Costs + RVn (€) | RVo (€) | Do? |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| ∑ Measure costs | | | |  | ∑ Risk value new (RVn) | | | |  | ∑ RVold |  |  |
| “M.-Costs” Measure costs, “PoO” Probability of occurrence, “AoD” Amount of damage, “RV” Risk value | | | | | | | | | | | | |

Table 12: Measures to encounter risks

# Project organisation

## Organisational project structure

### Project roles

## Communication

### Reporting lines

### Communication matrix

# Phase plan

## Description of project phases and milestones

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Project phase | Main activity/-ies | Goal(s) | State | Dura. in w | Costs in % |
| P# |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sum (provisional estimate) | | | | |  |  |

Table 13: 5.1. Description of project phases

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Milestone | Event | Date |
|  |  |  |  |
|  |  |  |  |

Table 14: 5.1. Description of milestones

## Order of project phases

### Project phase duration in days

Figure 1: Project phases

### Project phase time expense in percent

Figure 2: Project phase expense in percentage

### Project budget allocation per phase in percent

# Work breakdown structure (WBS)

## Tabular WBS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WBS-Code | WBS-Package name | Person in charge | Duration | Expense | Costs |
| /0 |  |  | # WD | # PD | # € |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Graphical WBS

## Work package description

# Schedule

## Process list

## GANTT-Chart

# Resource and Cost projection

## Resource projection

## Cost projection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WBS-Code | WBS-Package name | Resource | Expense | Costs |
| /0 |  |  | # PD | # € |
|  |  |  |  |  |
|  |  |  |  |  |

## Cost transition and total Cost line

# Controlling

## Milestone-Trend-Analysis (MTA)

# Formulars

## Change request

|  |  |  |
| --- | --- | --- |
| Project-No.: | Project name: | |
| Inquiring number: | Project leader: Surname, Forename | |
| Priority: | Inquiring person: |
| Date of permission | End date |
| Title | State | |
| Description / Motivation | | |
| Est. costs: | Est. expense: | |
| Impact on other processes | Comments | |

# Project closing

## Lessons learned

## Project end meeting