Team Human Resource Template

PROJECT TITLE:

PROJECT MANAGER:

NAME	ROLE IN PROJECT	RESPONSIBILITY	CONTACT

Project Charter/Project Scope Template

Use the project charter template as a starting point for the project scope statement. As the project is clarified and additional information is known, elaborate on the project charter and create a project scope statement. The items in the gray box are usually found only in a scope statement, not a project charter.

PROJECT TITLE:

PROJECT MANAGER:

Project Sponsor:

Project Description:

Project Reason/Justification:

Project Objectives:

Project Success Criteria:

Project Charter/Project Scope Template (page 2)

Project Deliverables:

Project Start and End Dates:

Summary Budget:

Project Boundaries*:

Project Constraints*:

Project Assumptions*:

User Acceptance Criteria*:

Written by: _____ **Date:** _____

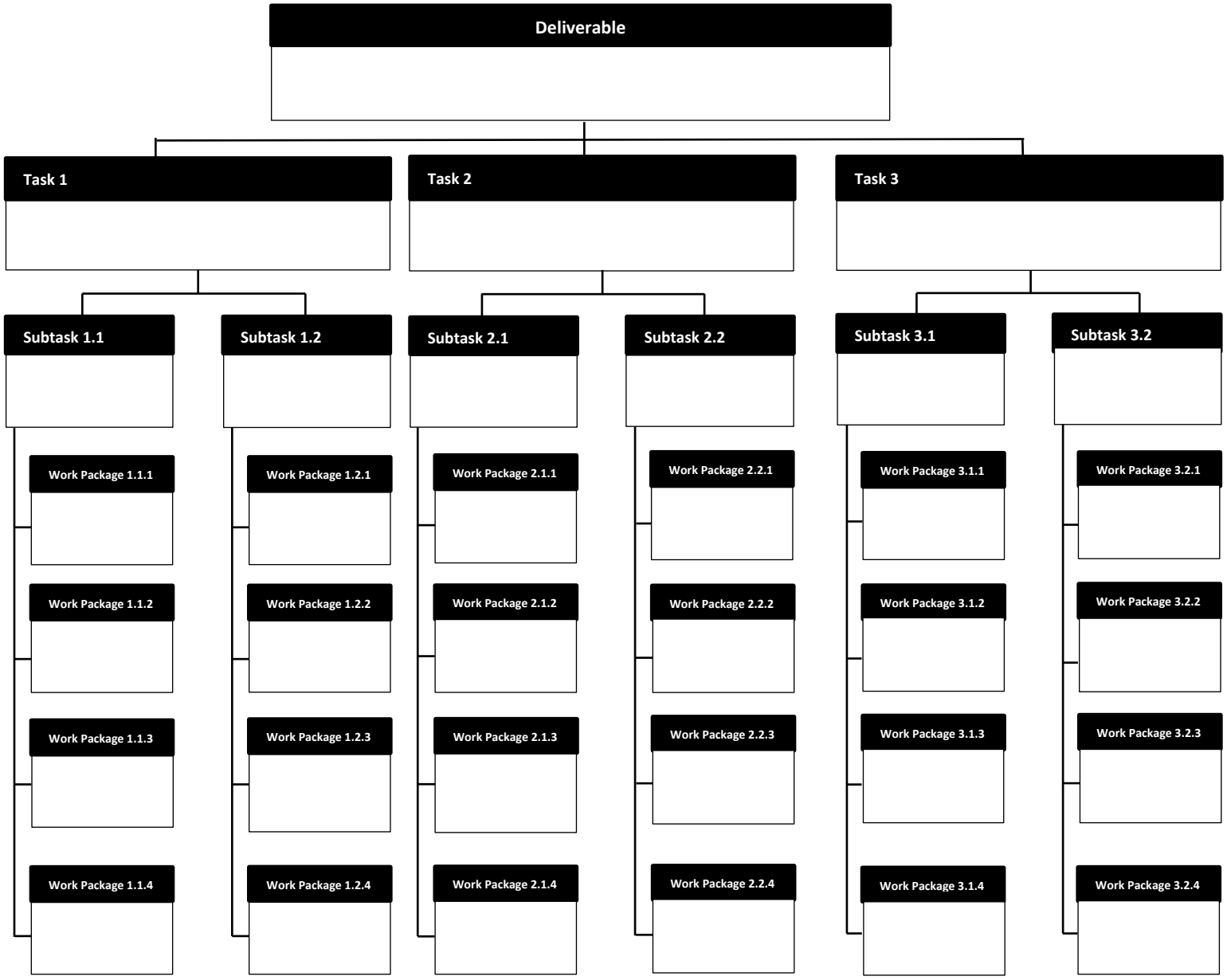
Approved by: _____ **Date:** _____

Project Management Framework

Work Breakdown Structure Template

PROJECT TITLE:

PROJECT MANAGER:



Your project may not require all of the boxes in the template, or you may need to add additional items.

MBA Research & Curriculum Center

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Project Management Framework

Checklists/Schedule Project Plan Template

PROJECT TITLE:

PROJECT MANAGER:

WBS #	DELIVERABLE TASK NAME	DURATION	START DATE	FINISH DATE	RESOURCES	ASSIGNED TO

Project Status Report Template

PROJECT TITLE:

PROJECT MANAGER:

REPORT DATE:

CURRENT STATUS:

Activities completed during this period:

- ❖
- ❖
- ❖
- ❖

Activities planned until the next meeting:

- ❖
- ❖
- ❖
- ❖

Identify any issues and resolutions:

Identify any changes to the project scope:

List any problems, concerns or recommendations:

Project Change/Issue Request Log Template

PROJECT TITLE:

PROJECT MANAGER:

Change Request Log

	DESCRIPTION OF CHANGE	REQUESTED BY	REQUEST DATE	IMPACT ON PLAN	APPROVED/ REJECTED DATE	STATUS
1						
2						
3						
4						
5						

Issue Log

	ISSUE	OWNER	STATUS	DATE OPENED	DATE CLOSED	RESOLUTION
1						
2						
3						
4						
5						

Lessons Learned Template

What We Did Right

(e.g., Did key project stakeholders support this project and were they involved in the decision making? Was the entire team committed to the project and did they work well together?)

What We Could Improve

(e.g., If we had to do this project again, what is the one thing that you would change?
What were the main bottlenecks on the project that could have been changed and improved?)

What We Should Continue to Do

(e.g., Continue using the cloud application that enables us to share team communication and document storage. The initial team meeting helped us make sure everyone understood the reasons and deliverables for the project.)

Other Comments:

Project Management Framework

Self and Peer Reflection

List your team's members, including yourself, in the space provided below. Then, rate every person on each behavior listed. Use the following rating scale:

4 = Always **3 = Usually** **2 = Sometimes** **1 = Never**

Behaviors	Team Member Names *(including your own)*					
Exhibited a positive attitude						
Treated others with respect						
Shared responsibilities						
Did work accurately & completely						
Communicated clearly & effectively						
Was organized						
Managed time wisely						

In your opinion, was the project successful? Why or why not?

How closely did your activities align with your team's schedule in the project management plan?

Did you have sufficient resources (e.g., time, people, etc.) to complete the project? If not, what did you need more of, and why?