**Enclosure 11**

**Project handbook**

<project name>

<project no.>

Version <no.>

Lecturer(s): <name>

Project manager(s): <name>

Date: <date>

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**Legende**

* filled out by lecturer
* filled out by students
* filled out by lecturer and students

Document versions

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| **Version no.** | **Date** | **Change** | **Author** |
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Distribution list

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| --- | --- | --- | --- | --- |
| **Name** | **Partner institution** | **Role in project** | **Telephone** | **E-mail** |
| Christoph Hofbauer | FHBFI | Project manager FHBFI | XX | XX |
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# Project plans

## Project contract

|  |  |
| --- | --- |
| **Project Assignment (highlights the key information for the project)** | |
| Project name: | <xxx> |
| Project manager:1) | <is responsible for the project result; e.g. Name 1>  <is responsible for the project result 2; e.g. student 2 from FHBFI> |
| Lecturer(s) / Project owner(s)2) | <is/are the person(s) who give(s) the commissioning for the project> |
| Project duration: | Planned start:  Planned hand-over of results:  Planned end: |
| Initial situation / Problem description: | <What is/are the actual problems?; relevant background information; requirements...> |
| Project objectives:3) | |  |  |  | | --- | --- | --- | | Objectives |  | | | <develop a marketing campaign for company "XXX" for print media> | |  | | | <produce a 5 minute video for the product "XXX"> | |  | | | <Creating a PM-Toolkit for future Beezr-Projects> | |  | | | <program a newsletter for company "XXX" for monthly publishing> | |  | | |
| Project team members: | * <Student group 1: Name 1, Name 2, Name 3, etc.> * <Student group 2: Name 1, Name 2, Name 3, etc.> |
| Time estimation | |  |  |  | | --- | --- | --- | | Resource: | Start-End date | Quantity: | | <Student Group 1> | XX.XX.201X | <xx hours> | | <Student Group 2> | XX.XX.201X | <xx hours> | |
| Other relevant Information: | <pre projects; other projects or everthing what the lecturers think will be necessary information for the project> |
| Attachments: | <Specifications, description, plans, drafts etc.> |
| Approval:4) | |  |  | | --- | --- | | Approved by: | Approval date: | | <first name last name, Lecturer 1> | <Date> | | <first name last name, Project manager of student group 1> | <Date> | | <first name last name, Lecturer 2> | <Date> | | <first name last name, Project manager of student group 2> | <Date> | |

1) runs the project from day to day on behalf of the Project Sponsor.

2) *is ultimately accountable for the success or failure of the project.*

3) *define the project outcome and the steps required to achieve that outcome*

4) here you can name all needed approvers; (first name last name, function)

5) is the file name, this will be updated automatically when you save this file under a different name

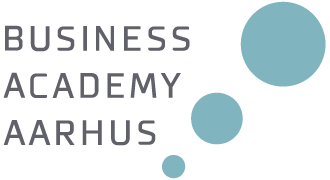
## Project Objectives

|  |  |  |  |
| --- | --- | --- | --- |
|  | | PROJECT OBJECTIVES |  |
| **Type of objective** | **Project objectives** | | |
| 1. Main objectives 2. Additional objectives |  | | |

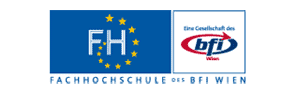
## Relationship to Other Projects and the Organisations´s Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | RELATIONSHIP TO OTHER PROJECTS | |  |
| **Projects / holidays / requirement / connection** | **Relationship** (potential/conflict) | | **Sanctions** | **Who / when**  **WBS Code** |
| Project XY | same timeframe (conflict) | | plan buffer times |  |
| Holiday period | not all team members are available | | take care about this time and plan more in detail |  |
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## Project Organisation Chart Team X / Y



*Project Core Team*



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | PROJECT- ORGANISATION Team X / Y |  | |
| **Role in Project** | **Field of duties/Skills** | | | **Name** |
| Project owner(s) / coach(es) | securing budgets, supporting the project manager to successfully deliver the project, signing off project deliverables | | |  |
| Project manager X | directing the project team, managing the project plans, reporting on progress to the Project owner and other stakeholder | | |  |
| Project team members | java developer,  unit testing | | |  |
| Project team members | functional testing,  performance testing,  test planning | | |  |
| Project team members |  | | |  |
| Project team members |  | | |  |

## Work Breakdown Structure (WBS)

**1.1 Student Project Marketing & Communication**

1.1.4 Marketing cocept handed over

1.4.4 Project KU Poland approved

1.2.6 Market research results handed over

1.3.5 Multimedia Design approved

**1. Multiproject XYZ**

1.1.1 Task 1

1.1.2 Task 2

1.1.3 Task 3

1.2.1 Task 1

1.2.2 Task 2

1.2.3 Task 3

1.2.4 Task 4

1.2.5 Task 5

1.3.1 Task 1

1.3.2 Task 2

1.3.3 Task 3

1.3.4 Task 4

1.4.1 Task 1

1.4.2 Task 2

1.4.3 Task 3

1.x.x Milestone

1.x.x Workpackage

**1.2 Student Project Market Research**

**1.3 Student Project Multimedia Design**

**1.4 Students Project   
KU-Poland**

Legend

## Project Communication

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | PROJECT- COMMUNICATION | |  | |
| **Title** | **Objectives, Content** | | **Participants** | **Schedule** | **Location** |
| Project kick off | 1. What do we want to achieve at the end of this meeting. 2. What do we want to achieve at the end of this project. 3. Project Approach: Discuss the main tasks of the project 4. Deliverables: Discuss and document what are the expected deliverables of the project so that there are no misunderstandings on what will be produced. 5. Project Team: You might want to create and organization chart of your project | | Project manager  Project team  Project owner / lecturer | Project Start;  once |  |
| Project lecturer meeting | 1. project status 2. decisions 3. acceptance of progress report | | Project owner / lecturer  Project manager | monthly |  |
| Project Team meeting | 1. Update | | Project manager  Project team | weekly |  |
| Project handover | 1. Which information in which format and detail has to be delivered to the other Project teams | | Project managers | Project handover;Once |  |
| Project closure | 1. Information to all other Project teams | | Project managers | Project Closure;  once |  |

# Project Coordination

## Approval of Work Packages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | APPROVAL OF TASKS | | |  |
| **WBS-Code** | **WBS Phase** | | **WP-Owner** | **Date** | **Approval by** |
| 1.1 | Students Project Marketing & Communication | | Project manager | xx.xx.xxxx | Projectcoach |
| 1.2 | Student Project Market Research | | Project manager | xx.xx.xxxx | Projectcoach |
| 1.3 | Student Project Multimedia Design | | Project manager | xx.xx.xxxx | Projectcoach |
| 1.4 | Students Project KU Poland | | Project manager | xx.xx.xxxx | Projectcoach |
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# Project Controlling

## Project Status Report

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| --- | --- | --- | --- | --- |
|  | PROJECT STATUS REPORT | | |  |
| Project crisis  Project in difficulties  Project according to plan | | 1. **Overall Status:**  * Project according to plan | | |
| **2) Status Project objectives**   1. WBS Code 2. WBS Code | | | **Activities:**   1. Description of Objective - Status (in Progress / Finished / Delayed) 2. Description of Objective - Status (in Progress / Finished / Delayed) | |
| **3) Status Project tasks**   1. WBS Code 2. WBS Code | | | **Activities:**   1. Description of Task - Status (in Progress / Finished / Delayed) 2. Description of Task - Status (in Progress / Finished / Delayed) | |
| **4) Status Schedule**   1. WBS Code 2. WBS Code | | | **Activities:**   1. Status (As Planned / Delayed) – Action (proceed as planned / increasing workload) 2. Status (As Planned / Delayed) – Action (proceed as planned / increasing workload) | |
| **5) Status Resources**   1. WBS Code 2. WBS Code | | | **Activities:**   1. Description of who is working on this task 2. Description of who is working on this task | |

# Project Close Down

## Project Close Down Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | PROJECT CLOSE DOWN REPORT | | |  | | |
| 1. **Overall impression**   Describe all impressions of the whole project (good or bad) | | | 1. **Reflection: Fulfilment of project objectives**   Are the objectives achieved? Have there been any problems? | | | | |
| 1. **Reflection: Deliverables / Schedule**   Compare the planned schedule vs. the actual schedule.  Are the deliverables delivered in time and in the agreed quality? | | | | | | | |
| 1. **Lessons learned**   Summary of Experiences and suggestions for improvement. | | | | | | | |
| 1. **Post-Project Phase Planning, Additional Tasks** | | | | | | | |
|  | To-Do | | | Owner | | Schedule |  |
|  | prepare a check list for the costumers | | | Team member 1 | | xx.xx.xxxx |  |
|  | prepare a closure acceptance memo for the project owner and lecturers final approval | | | Project manager | | xx.xx.xxxx |  |
|  | etc. | | |  | |  |  |
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| 1. **Project Close Down**     *<Name>* (Project owners / lecturers) *<Name>* (Project managers) | | | | | | | |