**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

|  |  |  |
| --- | --- | --- |
|  | PROJECTOBJECTIVES |  |
| **Type of objective** | **Project objectives** |
| 1. Main objectives
2. Additional objectives
 | 1.
2.
3.
4.
5.
6.
 |

## 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 managerProject teamProject owner / lecturer | Project Start;once |  |
| Project lecturer meeting | 1. project status
2. decisions
3. acceptance of progress report
 | Project owner / lecturerProject manager | monthly |  |
| Project Team meeting | 1. Update
 | Project managerProject 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 OFTASKS |  |
| **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

|  |  |  |
| --- | --- | --- |
|  | PROJECT STATUS REPORT |  |
| Project crisisProject in difficultiesProject 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. |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **Project Close Down**

  *<Name>* (Project owners / lecturers) *<Name>* (Project managers) |