**Project Handbook**

**Case Study 3**

**Chocoladitor**

**accomplished at the Business Informatics study program**

**of the University of Applied Sciences Technikum**

**Version 1.0**

**Project manager: Patrick Homm**

**Project team: Andreas Burger, Leonardo Fisic, Martin Wollner**

**Date: 2013-09-19**



Content

[1 Project plans 5](#_Toc364427039)

[1.1 Project Assignment 5](#_Toc364427040)

[1.2 Project Objectives (objectives, non-objectives) 6](#_Toc364427041)

[1.3 Description of Pre- and Post Project Phase 7](#_Toc364427042)

[1.4 Project Environment Analysis 8](#_Toc364427043)

[1.5 Relationship to Other Projects and the Organisations´s Strategy 9](#_Toc364427044)

[1.6 Project Organisation Chart 10](#_Toc364427045)

[1.7 Plan of Objects of Consideration of the Project 11](#_Toc364427046)

[1.8 Work Breakdown Structure (WBS) 12](#_Toc364427047)

[1.9 Project Work-Package Specification 13](#_Toc364427048)

[1.10 Project Responsibility Matrix 14](#_Toc364427049)

[1.11 Milestoneplan 15](#_Toc364427050)

[1.12 Project Bar Chart 16](#_Toc364427051)

[1.13 Resource Plan 17](#_Toc364427052)

[1.14 Project Cost Plan 18](#_Toc364427053)

[1.15 Project Communication 19](#_Toc364427054)

[1.16 Project „Rules“ 20](#_Toc364427055)

[1.17 Project Risk Analysis 21](#_Toc364427056)

[1.18 Project Documentation 22](#_Toc364427057)

[2 Project Start 23](#_Toc364427058)

[2.1 Minutes– Project Start 23](#_Toc364427059)

[3 Project Co-ordination 24](#_Toc364427060)

[3.1 Approval of Work-packages 24](#_Toc364427061)

[3.2 Minutes – Project Co-ordination 24](#_Toc364427062)

[4 Project Controlling 25](#_Toc364427063)

[4.1 Project Status Report 25](#_Toc364427064)

[4.2 Additional Project Status Reports 26](#_Toc364427065)

[4.3 Minutes – Project controlling 26](#_Toc364427066)

[5 Project Close Down 27](#_Toc364427067)

[5.1 Project Close Down Report 27](#_Toc364427068)

[5.2 Minutes – Project Close Down 28](#_Toc364427069)

Document versions

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| **Versionno.** | **Date** | **Change** | **Author** |
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Distribution list

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| --- | --- | --- | --- | --- |
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# Project plans

## Project Assignment

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | PROJECT- ASSIGNMENT | | | |  | | |
| **Project start event:**   1. 10.09.2013 | | **Project start date:**   1. 17.09.2013 | | | | | |
| **project close down event in terms of content:**  **Formal project close down event:** | | **Project close down dates:** | | | | | |
| **Project objectives:** | | **Non-objectives:** | | | | | |
| **Main tasks (Project phases):** | | **Project resources and costs\*:** | | | | | |
|  | resource/type of cost | unit | | Costs (€) |  |
|  |  |  | |  |  |
|  | |  | |  | |
| **Project owner:**   1. Vince Masuka | | **Project manager:**   1. Patrick Homm | | | | | |
| **Project team members:**   * Andreas Burger  1. Leonardo Fisic 2. Martin Wollner | | | | | | | |
| *<Name>*, (Project owner) *<Name>* (Project manager) | | | | | | | |

\* Possible categories of total Project budget:

Category A: up to 0,3 million Euro

Category B: up to 1 million Euro

Category C: up to 10 million Euro

Category D: more than 10 million Euro

## Project Objectives (objectives, non-objectives)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT OBJECTIVES | |  |
| **Type of objective** | **Project objectives** | | **Adjusted project objectives as of...** | |
| **objectives:**   1. **Main objectives** 2. **Additional objectives** |  | |  | |
| **Non-objectives** |  | |  | |

## Description of Pre- and Post Project Phase

|  |  |  |  |
| --- | --- | --- | --- |
| Chocoladitor 1 | | DESCRIPTION OF PRE- AND POST- PROJECT PHASE |  |
| 1. **Pre-project phase** | | | |
|  | *What triggered the project?* | | |
|  | *Relevant documents for the project („Minutes“, … ONLY documents and no content necessary)* | | |
|  | *Experience from similar projects* | | |
| 1. **Post-project phase** | | | |
|  | *What will happen after the project has ended? (follow-up activities, further projects, …)?* | | |

## Project Environment Analysis

|  |  |  |
| --- | --- | --- |
| Chocoladitor 1 | PROJECT ENVIRONMENT GRAPHIC |  |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT ENVIRONMENT TABLE | |  | |
| **Environment** | **Relationship** (potential/conflict) | | **Measures** | | **Who / when**  **PSP Code** |
|  |  | |  | |  |
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## Relationship to Other Projects and the Organisations´s Strategy

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| --- | --- | --- | --- | --- |
| Chocoladitor 1 | | RELATIONSHIP TO OTHER PROJECTS | |  |
| **Programs/ Projects/** | **Relationship** (potential/conflict) | | **Sanctions** | **Who / when**  **WBS Code** |
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| Chocoladitor 1 | | CONNECTION TO THE ORGANISATION´S STRATEGY |  |
| **Strategy** | **Description of connection/relationship** | | |
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## Project Organisation Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT- ORGANISATION | |  |
| **Role in Project** | **Field of duties/Skills** | | **Name** | |
| Project owner |  | |  | |
| Project manager |  | |  | |
| Project team members |  | |  | |
| Project members |  | |  | |

## Plan of Objects of Consideration of the Project

|  |  |  |
| --- | --- | --- |
| Chocoladitor 1 | PLAN OF OBJECTS OF CONSIDERATION |  |
|  | | |

## Work Breakdown Structure (WBS)

## Project Work-Package Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT WORK-PACKAGE SPECIFICATION |  |
| **WBS-Code,**  **WP Title** | **WP Content** (*What shall be done?)* | | |
| **Non-WP Content** (*What shall not be done? optional)* | | |
| **WP Result** (*What is achieved after WP was finished?)* | | |
| **Progress Measurement** (*How is progress measured?)* | | |

## Project Responsibility Matrix

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT- RESPONSIBILITY- MATRIX | | | | | | | | | |  | | | | |
| WBS-Code | Roles & Environment  WP-Title | | External project owner | Project owner | Project manager | Project assistant | Project team member 1 | Project team member 2 | Project team member 3 | Project team member 4 | Project team member 5 | | Project member 1 | Project member 2 | Project member 3 | Project coach |
| **1.1** | **Project management** | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.1 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.2 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.3 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.4 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.5 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.6 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1.7 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| **1.2** | **Phase 2** | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.1 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.2 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.3 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.4 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.5 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.6 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2.7 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| **1.3** | **Phase 3** | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.1 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.2 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.3 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.4 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.5 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.6 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3.7 |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |

Functions

R …….Responsible

C …….Contribution

I ……..has to be informed

## Milestoneplan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | MILESTONEPLAN | | |  | |
| **WBS-Code** | **Milestone** | | **Plan date** | **Revised date** | | **Actual date** |
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\*In order of plan dates.

## Project Bar Chart

## Resource Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | | Resource Plan | | |  | |
| **WBS-Code** | **Phase/Work-package** | **Type of resource** | | **Planned quantity (days)** | **Revised quantity (days)** | **Actual quantity (days)** | **Deviation  (days)** |
|  |  |  | |  |  |  |  |
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## Project Cost Plan

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT COST PLAN | | | |  | |
| WBS-Code, WP-Title | Type of Cost | | Planned cost | Revised cost | Actual cost | | Deviation |
|  | 1. Personnel | |  |  |  | |  |
| 1. Material | |  |  |  | |  |
| 1. External services | |  |  |  | |  |
| 1. Other | |  |  |  | |  |
| Total | |  |  |  | |  |
|  | 1. Personnel | |  |  |  | |  |
| 1. Material | |  |  |  | |  |
| 1. External services | |  |  |  | |  |
| 1. Other | |  |  |  | |  |
| Total | |  |  |  | |  |
|  | 1. Personnel | |  |  |  | |  |
| 1. Material | |  |  |  | |  |
| 1. External services | |  |  |  | |  |
| 1. Other | |  |  |  | |  |
| Total | |  |  |  | |  |
| Project cost |  | |  |  |  | |  |

## Project Communication

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT- COMMUNICATION | |  | |
| **Title** | **Objectives, Content** | | **Participants** | **Schedule** | **Location** |
| Project owner meeting | 1. project status 2. decisions 3. acceptance of progress report | | Project owner,  Project manager |  |  |
| Project controlling meeting | 1. project status 2. controlling of tasks, schedule, resources, costs 3. controlling of project environments 4. social controlling 5. prepare proposal for decision | | Project manager,  Project team, Project coach |  |  |
| Subteam meeting | 1. Coordination of subteams 2. Discussion of problems | | Subteam |  |  |
|  |  | |  |  |  |

## Project „Rules“

## Project Risk Analysis

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **PROJECT RISK ANALYSIS** | | | | | |  |  |
| WBS- Code | WBS- description | Risk- description | Priority | Benefit /Cost | Probability | Risk- value | Delay | Avoiding action | Cost for minimizing risk |
| *(Code)* | *(Text)* | *(Text)* | *(Range)* | *(iuro)* | *(Percentage)* | *(iuro)* | *(iWeeks)* | *(Text)* | *(Euro)* |
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| Project total | |  |  |  |  |  |  |  |  |

## Project Documentation

|  |  |
| --- | --- |
| **Area** | **Description** |
| File |  |
| Access Authorisation |  |
| Naming convention |  |
| Rules |  |

# Project Start

## Minutes– Project Start

### Project Start Workshop

### Follow-up Workshop

### Project Owner Meeting

# Project Co-ordination

## Approval of Work-packages

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | APPROVAL OF WORK-PACKAGES | | |  | |
| **WBS-Code** | **Work-package** | | **WP-Owner** | **Date** | **Approval by** | **Signature** |
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## Minutes – Project Co-ordination

# Project Controlling

## Project Status Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chocoladitor 1 | PROJECT STATUS REPORT  as of ........ | | |  |
| Project crisis  Project in difficulties  Project according to plan | | 1. **Overall Status:** | | |
| **2) Status Project objectives** | | | **Activities:** | |
| **3) Status Project progress** | | | **Activities:** | |
| **4) Status Schedule** | | | **Activities:** | |
| **5) Status Resources/costs** | | | **Activities:** | |
| **6) Status Context** | | | **Activities:** | |
| **7) Status Organisation/culture** | | | **Activities:** | |

## Additional Project Status Reports

## Minutes – Project controlling

### Project Controlling Meetings

### Project Owner Meetings

# Project Close Down

## Project Close Down Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Chocoladitor 1 | | PROJECT CLOSE DOWN REPORT | | |  | | |
| 1. **Overall impression** | | | 1. **Reflection: Fulfilment of objectives** | | | | |
| 1. **Reflection: Deliverables / Schedule** | | | | | | | |
| 1. **Reflection: Resources / Costs** | | | | | | | |
| 1. **Reflection: Internal Organisation / Environmental Relationships** | | | | | | | |
| 1. **Performance appraisal (Project owner, Project manager, Project member)** | | | 1. **Lessons learned (Summary of Experiences and suggestions for improvement)** | | | | |
| 1. **Post-Project Phase Planning, Additional Tasks** | | | | | | | |
|  | To-Do | | | Owner | | Schedule |  |
|  |  | | |  | |  |  |
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|  |  | | |  | |  |  |
| 1. **Project Close Down**     *<Name>* (Project owner) *<Name>* (Project manager) | | | | | | | |

## Minutes – Project Close Down

### Project Close Down Workshop