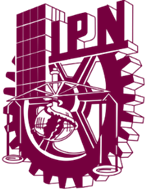
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| “Manual de Gestión de Proyectos” |
|  |
| **SECUENCIA** |
| \*\*\* |
| **ADMINISTRACIÓN DE PROYECTOS** |
|  |
| **PRESENTAN:** |
| \*\*\* |
|  |
| **PROFESORA:** |
| GOYCOCHEA PINEDA YENNELY ELOISA |
|  |
| CDMX JULIO 2024 |



**INSTITUTO POLITÉCNICO NACIONAL**

**UNIDAD PROFESIONAL INTERDISCIPLINARIA DE INGENIERÍA Y CIENCIAS SOCIALES Y ADMINISTRATIVAS**

Índice

[Resumen 5](#_Toc169509712)

[Introducción 5](#_Toc169509713)

[Diagrama de Flujo 5](#_Toc169509714)

[ETAPA 0: Inicial 6](#_Toc169509715)

[Título 7](#_Toc169509716)

[Objetivo 7](#_Toc169509717)

[Sector 7](#_Toc169509718)

[Giro 7](#_Toc169509719)

[PIB del Sector 7](#_Toc169509720)

[Descripción Técnica 7](#_Toc169509721)

[Mercado 7](#_Toc169509722)

[Segmentación de Mercado 7](#_Toc169509723)

[Estratificación de Mercado 7](#_Toc169509724)

[Determinación de la demanda 8](#_Toc169509725)

[Benchmarking 8](#_Toc169509726)

[Proyección de Ventas 8](#_Toc169509727)

[Presupuesto del Negocio 8](#_Toc169509728)

[Nombre de la Plantilla: Plan Operativo 10](#_Toc169509729)

[Nombre de la plantilla: Plan de Comercialización 13](#_Toc169509730)

[Plan de Comercialización 16](#_Toc169509731)

[Entradas 16](#_Toc169509732)

[Procesos 16](#_Toc169509733)

[Salidas 16](#_Toc169509734)

[Costos de Producción 17](#_Toc169509735)

[Plantilla: Plan General de Trabajo 20](#_Toc169509736)

[Costos totales de producción 23](#_Toc169509737)

[ETAPA 1: PLANEACIÓN 23](#_Toc169509738)

[Acta de Constitución de Proyecto 24](#_Toc169509739)

[Nombre de la Plantilla: Matriz de interesados 27](#_Toc169509740)

[Nombre de la Plantilla: Plan de dirección de proyectos 29](#_Toc169509741)

[Nombre de la Plantilla: Plantilla de Gestión del Alcance del proyecto 31](#_Toc169509742)

[Nombre de la Plantilla: Control de Alcance del proyecto 39](#_Toc169509743)

[Nombre de la Plantilla: Diagrama EDT 48](#_Toc169509744)

[Nombre de la Plantilla: Verificación del alcance 50](#_Toc169509745)

[Nombre de la Plantilla: Gestión de requisitos 52](#_Toc169509746)

[Nombre de la Plantilla: Cronograma 54](#_Toc169509747)

[ETAPA 2: EJECUCIÓN 61](#_Toc169509748)

[Nombre de la Plantilla: Programas de trabajo – Definición del negocio 62](#_Toc169509749)

[Nombre de la Plantilla: Programas de trabajo – Estudio de Mercado 64](#_Toc169509750)

[Nombre de la Plantilla: Programas de trabajo – Estudio Técnico 66](#_Toc169509751)

[Nombre de la Plantilla: Programas de trabajo – Estudio Económico 68](#_Toc169509752)

[Nombre de la Plantilla: Programas de trabajo – Estudio Financiero 70](#_Toc169509753)

[Nombre de la Plantilla: Programas de trabajo – Planeación Estratégica 72](#_Toc169509754)

[Nombre de la Plantilla: Programas de trabajo – Acta Constitución 74](#_Toc169509755)

[Nombre de la Plantilla: Programas de trabajo – Gestión de Interesados 76](#_Toc169509756)

[Nombre de la Plantilla: Programas de trabajo – Plan de Dirección 78](#_Toc169509757)

[Nombre de la Plantilla: Programas de trabajo – Gestión del Alcance 80](#_Toc169509758)

[Nombre de la Plantilla: Programas de trabajo – Gestión de Requisitos 82](#_Toc169509759)

[Nombre de la Plantilla: Programas de trabajo – Cronograma 84](#_Toc169509760)

[Nombre de la Plantilla: Programas de Trabajo de Tecnología 86](#_Toc169509761)

[Nombre de la Plantilla: Programas de Trabajo Operativa 88](#_Toc169509762)

[Nombre de la Plantilla: Programas de Trabajo Recursos Humanos 90](#_Toc169509763)

[Nombre de la Plantilla: Programas de Trabajo Finanzas 92](#_Toc169509764)

[Nombre de la Plantilla: Programas de Trabajo Comercial 94](#_Toc169509765)

[Nombre de la Plantilla: Programas de trabajo – Verificación 96](#_Toc169509766)

[Nombre de la Plantilla: Programas de trabajo – Control de Cambios 98](#_Toc169509767)

[Nombre de la Plantilla: Programas de trabajo – Control y seguimiento de actividades 100](#_Toc169509768)

[Nombre de la Plantilla: Programas de trabajo – Aceptación de proyecto 102](#_Toc169509769)

[Nombre de la Plantilla: Programas de trabajo – Resultados 104](#_Toc169509770)

[Nombre de la Plantilla: Programas de trabajo – Acta de cierre. 106](#_Toc169509771)

[ETAPA 3: VERIFICACIÓN Y CONTROL 107](#_Toc169509772)

[Nombre de la Plantilla: Checklist de Verificación - Críticas 109](#_Toc169509773)

[Nombre de la Plantilla: Checklist de Verificación – Holgura 113](#_Toc169509774)

[ETAPA 4: CIERRE 116](#_Toc169509775)

[Nombre de la Plantilla: Control de Costos 117](#_Toc169509776)

[Nombre de la Plantilla: Resultados 119](#_Toc169509777)

[Nombre de la Plantilla: Evaluación Económica y Valor Ganado 121](#_Toc169509778)

[Nombre de la Plantilla: Gestión de Riesgos y Plan de Contingencia 124](#_Toc169509779)

[Nombre de la Plantilla: Acta de Cierre 126](#_Toc169509780)

[GLOSARIO DE TÉRMINOS 129](#_Toc169509781)

[REFERENCIAS 129](#_Toc169509782)

# Resumen

\*\*\*

# Introducción

**ETAPA 0: Inicial**

**ETAPA 1: Planeación**

**ETAPA 2: Ejecución**

**ETAPA 3: Verificación y Control**

**ETAPA 4: Cierre**

# Diagrama de Flujo

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# ETAPA 0: Inicial

# Título

\*\*\*

# Objetivo

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# Sector

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# Giro

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# PIB del Sector

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# Descripción Técnica

\*\*\*

# Mercado

\*\*\*

## Segmentación de Mercado

* **Mercado Meta:** \*\*\*
* **Mercado Objetivo:** \*\*\*
* **Mercado Potencial:** \*\*\*

## Estratificación de Mercado

* **Mercado Meta:** \*\*\*
* **Mercado Objetivo:** \*\*\*
* **Mercado Potencial:** \*\*\*

# Determinación de la demanda

|  |  |  |  |
| --- | --- | --- | --- |
| Mercado | Cantidad 1 año | Satisfacción | Demanda |
| Mercado Meta |  |  |  |
| Mercado Objetivo |  |  |  |
| Mercado Potencial |  |  |  |

# Benchmarking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Atributos | Propuesta |  |  |  |
| Costo Promedio del Servicio |  |  |  |  |
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# Proyección de Ventas

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|  |  |  |  |
| --- | --- | --- | --- |
|  | M. Meta  1 año | M. Objetivo  2 año | M. Potencial  2 año |
| Demanda |  |  |  |
| x Precio |  |  |  |
| Venta |  |  |  |
| Incremento |  |  |  |

\*El incremento se calcula al restar la venta del año anterior a la venta del año posterior y sacando el porcentaje en base a la venta anterior.

# Presupuesto del Negocio

Para obtener el presupuesto del negocio se procede a obtener la diferencia entre el mercado objetivo y el mercado meta:

|  |  |
| --- | --- |
| *Presupuesto* | \*\*\* |

|  |  |
| --- | --- |
|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Plan Operativo |
| **Etapa:** 0 |
| **Fecha:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | % | # | **Tecnología** | **Operativa** | **Recursos Humanos** | **Finanzas** | **Comercial** |
| ESTRATEGI  CO |  | **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| TÁCTICO |  | **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| OPERATIVO |  | **1** |  |  |  |  |  |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE PLAN OPERATIVO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| Nombre de la plantilla: Plan de Comercialización |
| **Etapa:** 0 |
| **Fecha**: |

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| --- | --- | --- | --- | --- |
| **ENTRADAS**  \*\*\* | | | | |
| **ACTIVIDAD** | **RECURSO** | **TIEMPO** | **COSTO** | **RESPONSABLE** |
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| **PROCESO** | | | | |
| **ACTIVIDAD** | **RECURSO** | **TIEMPO** | **COSTO** | **RESPONSABLE** |
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| **SALIDAS** | | | | |
| **ACTIVIDAD** | **RECURSO** | **TIEMPO** | **COSTO** | **RESPONSABLE** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE PLAN DE COMERCIALIZACION**

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| --- | --- | --- | --- | --- |
| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

# Plan de Comercialización

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## Entradas

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| --- | --- | --- | --- |
| Actividad | Tiempo | Responsable | Costo |
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| Total |  |  |  |

## Procesos

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| Actividad | Tiempo | Responsable | Costo | |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Total |  |  | $67,000 |

## Salidas

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|  |  |  |  |
| --- | --- | --- | --- |
| Actividad | Tiempo | Responsable | Costo |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Total |  |  | $230,000 |

# Costos de Producción

* **Lugar de Trabajo**

\*\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| Tipo | M2 | Costo mensual | Costo anual |
| Renta |  |  |  |

* **Mano de Obra**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Especialista | Rol | Numero | Sueldo mensual | Sueldo anual | |
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| Total |  |  |  |  |

* **Mobiliario**

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| --- | --- | --- | --- | --- |
| Tipo | Características | Cantidad | Costo unitario | Total |
|  |  |  |  |  |
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|  |  |  |  |  |
| Total |  |  |  |  |

* **Software**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Software | Descripción | Cantidad | Costo mensual | Costo mensual total | Costo anual |
|  |  |  |  |  |  |
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| TOTAL |  |  |  |  |  |

* **Hardware**

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| --- | --- | --- | --- | --- |
| Tipo | Descripción | Cantidad | Costo unitario | Costo total |
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|  |  |  |  |  |
| TOTAL |  |  |  |  |

* **Servicios**

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| --- | --- | --- | --- |
| Tipo | Proveedor | Costo mensual | Costo anual |
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|  |  |  |  |
| Costo anual |  |  |  |

* **Materia prima**

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| --- | --- | --- | --- | --- |
| Tipo | Descripción | Cantidad | Costo mensual | Costo anual |
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| Total |  |  |  |  |

* **Costos concurrentes**

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| --- | --- | --- | --- |
| Costos concurrentes | | Costos de inversión | |
|  |  |  |  |
| Total |  | **Total** |  |

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| --- | --- |
|  | **Nombre del Proyecto:** |
| Plantilla: Plan General de Trabajo |
| **Etapa:** 0 |
| **Fecha**: |

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| ETAPA 0: INICIAL | | | | | |
| ACTIVIDAD | **TIEMPO** | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| ETAPA 1: INICIAL | | | | | |
| ACTIVIDAD | **TIEMPO** | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| TOTAL |  |  |  |  |  |

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| ETAPA 2: INICIAL | | | | | |
| ACTIVIDAD | **TIEMPO** | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| TOTAL |  |  |  |  |  |

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| ETAPA 3: INICIAL | | | | | |
| ACTIVIDAD | **TIEMPO** | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| TOTAL |  |  |  |  |  |

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| ETAPA 4: INICIAL | | | | | |
| ACTIVIDAD | **TIEMPO** | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| **\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE PLAN GENERAL DE TRABAJO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

# Costos totales de producción

|  |  |
| --- | --- |
| **Costos totales del estudio técnico** |  |
| **Costos totales del Plan de Comercialización** |  |
| **Costos totales del plan general de trabajo** |  |
| Costo del proyecto: | |
|  |  |
| **¿Es suficiente el presupuesto?** |  |

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# ETAPA 1: PLANEACIÓN

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|  | **Nombre del Proyecto:** | | | |
| Acta de Constitución de Proyecto | | | |
| **Etapa:** 1 | | | |
| **Fecha**: | | | |
|  |  | | |  |
| **Enunciado del Trabajo del Proyecto**  \*\*\* | | | | |
| **Caso del Negocio**  \*\*\* | | | | |
| **Acuerdos**  \*\*\* | | | | |
| **Objetivos del Proyecto**   * \*\*\* | | **Objetivos del Producto**   * \*\*\* | | |
| **Principales Entregables**   * Etapa 0:   + \*\*\* * Etapa 1:   + \*\*\* * Etapa 2:   + \*\*\* * Etapa 3:   + \*\*\* * Etapa 4:   + \*\*\* | | **Ámbito de aplicación**   * \*\*\* | | |
| **Actores clave** | | | | |
| Cliente | | \*\*\* | | |
| Patrocinador | | \*\*\* | | |
| Gerente de proyecto | | \*\*\* | | |
| Miembros del equipo de proyecto | | \*\*\* | | |
| **Hitos del proyecto**   * \*\*\* | | | | |
| **Exclusiones**   * \*\*\* | | | **Presupuesto del Proyecto**  $\*\*\* | |
| **Las limitaciones, supuestos, riesgos y dependencias** | | | | |
| **Limitaciones de** | | | \*\*\* | |
| **Supuestos** | | | \*\*\* | |
| **Riesgos y dependencias** | | | \*\*\* | |

**Firmas de aprobación**

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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE ACTA DE CONSTITUCIÓN DEL PROYECTO**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | | **Nombre del Proyecto:** | | | | | | | | | |
| Nombre de la Plantilla: Matriz de interesados | | | | | | | | | |
| **Etapa:** 1 | | | | | | | | | |
| **Fecha:** | | | | | | | | | |
|  | | | | | | | | |  | | |
| **Interesado** | **Descripción** | | **Compromiso** | | | | | **Poder / Influencia** | | **Interés** | **Estrategia** |
| **Desconoce** | **Se resiste** | **Neutral** | **Apoya** | **Lider** |  | |  |  |
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**MINUTA DE MATRIZ DE INTERESADOS**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Plan de dirección de proyectos |
| **Etapa:** 1 |
| **Fecha:** |

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| Actividad | Tiempo | Responsable |
| Acta constitución |  |  |
| Gestión de interesados |  |  |
| Cronograma |  |  |
| Control de costos |  |  |
| Gestión de riesgos |  |  |
| Gestión del alcance |  |  |
| Gestión de requisitos |  |  |

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**MINUTA DE PLAN DE DIRECCIÓN DEL PROYECTO**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Plantilla de Gestión del Alcance del proyecto |
| **Etapa:** 1 |
| **Fecha:** |

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| **PROYECTO NO.** | **FECHA DE ENVÍO** |
| 1 | \*\*\* |
| **OBJETIVOS DEL PROYECTO** | |
| \*\*\* | |

Paso 1. Entregables del proyecto

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| **ENTREGABLE NO.** | **DESCRIPCIÓN** |
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Paso 2. Lista de tareas del proyecto

Enumere todas las tareas del proyecto que se completarán, en función de los entregables enumerados en la sección anterior. No enumere las fechas. Agregue más filas según sea necesario.

*Alternativamente, puede adjuntar su estructura de desglose de trabajo (WBS) a la declaración de alcance.*

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| **Estructura de desglose del trabajo (WBS) adjunta** | | **NO** | **X** | **SÍ** |  |
| *Proporcione el enlace, si corresponde.* | **N/A** | | | | |

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| **TAREA NO.** | **DESCRIPCIÓN** | **PARA ENTREGABLE NO. ...**  **INTRODUCIR TAREA #** |
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Paso 3. Fuera del alcance

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| Este proyecto **NO logrará o incluirá lo** siguiente: | \*\*\* |

Paso 4. Supuestos del proyecto

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| **NO.** | **PRESUNCIÓN** |
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Paso 5. Restricciones del proyecto

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| --- | --- |
| **FECHA DE INICIO DEL PROYECTO** |  |
| **FECHA DE LANZAMIENTO / PUESTA EN MARCHA** |  |
| **FECHA DE FINALIZACIÓN DEL PROYECTO** |  |
| **ENUMERE CUALQUIER FECHA LÍMITE (S) ESTRICTA (S)** | N/A |
| **ENUMERE OTRAS FECHAS / DESCRIPCIONES DE HITOS CLAVE** | N/A |
| **LIMITACIONES PRESUPUESTARIAS** |  |
| **RESTRICCIONES DE CALIDAD O RENDIMIENTO** | N/A |
| **LIMITACIONES DE EQUIPO / PERSONAL** | N/A |
| **RESTRICCIONES REGULATORIAS** |  |

Paso 6. Estimaciones actualizadas

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| **Estimar las horas requeridas para completar el proyecto.** |  |

Paso 7. Aprobaciones

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| **NOMBRE Y TÍTULO DE LAS PARTES INTERESADAS** | **PAPEL DE LAS PARTES INTERESADAS / APROBADORES** | **FECHA DE PRESENTACIÓN PARA SU APROBACIÓN** | **FECHA DE RECEPCIÓN DE LA APROBACIÓN** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE LA PLANTILLA DE GESTIÓN DEL ALCANCE**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Control de Alcance del proyecto |
| **Etapa:** 1 |
| **Fecha:** |

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| **PROYECTO NO.** | **FECHA DE ENVÍO** |
| 1 |  |
| **OBJETIVOS DEL PROYECTO** | |
| \*\*\* | |

Paso 1. Entregables del proyecto

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| **ENTREGABLE NO.** | **DESCRIPCIÓN** |
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Paso 2. Lista de tareas del proyecto

Enumere todas las tareas del proyecto que se completarán, en función de los entregables enumerados en la sección anterior. No enumere las fechas. Agregue más filas según sea necesario.

*Alternativamente, puede adjuntar su estructura de desglose de trabajo (WBS) a la declaración de alcance.*

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| **Estructura de desglose del trabajo (WBS) adjunta** | | **NO** | **X** | **SÍ** |  |
| *Proporcione el enlace, si corresponde.* | **N/A** | | | | |

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| **TAREA NO.** | **DESCRIPCIÓN** | **PARA ENTREGABLE NO. ...**  **INTRODUCIR TAREA #** |
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Paso 3. Fuera del alcance

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| Este proyecto **NO logrará o incluirá lo** siguiente: | \*\*\* |

Paso 4. Supuestos del proyecto

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| **NO.** | **PRESUNCIÓN** |
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Paso 5. Restricciones del proyecto

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| **FECHA DE INICIO DEL PROYECTO** |  |
| **FECHA DE LANZAMIENTO / PUESTA EN MARCHA** |  |
| **FECHA DE FINALIZACIÓN DEL PROYECTO** |  |
| **ENUMERE CUALQUIER FECHA LÍMITE (S) ESTRICTA (S)** | N/A |
| **ENUMERE OTRAS FECHAS / DESCRIPCIONES DE HITOS CLAVE** | N/A |
| **LIMITACIONES PRESUPUESTARIAS** |  |
| **RESTRICCIONES DE CALIDAD O RENDIMIENTO** | N/A |
| **LIMITACIONES DE EQUIPO / PERSONAL** | N/A |
| **RESTRICCIONES REGULATORIAS** |  |

Riesgos

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| **NO.** | **RIESGOS** |
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Paso 6. Estimaciones actualizadas

|  |  |
| --- | --- |
| **Estimar las horas requeridas para completar el proyecto.** |  |

Paso 7. Aprobaciones

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| --- | --- | --- | --- |
| **NOMBRE Y TÍTULO DE LAS PARTES INTERESADAS** | **PAPEL DE LAS PARTES INTERESADAS / APROBADORES** | **FECHA DE PRESENTACIÓN PARA SU APROBACIÓN** | **FECHA DE RECEPCIÓN DE LA APROBACIÓN** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE LA PLANTILLA DE CONTROL DE ALCANCE DEL PROYECTO**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Diagrama EDT |
| **Etapa:** 1 |
| **Fecha**: |



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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE DIAGRAMA EDT**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Verificación del alcance |
| **Etapa:** 1 |
| **Fecha:** |

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| Entregable | Requisitos | Verificación |
| Acta Constitución de la Empresa |  |  |
| Matriz de Gestión de Interesados |  |  |
| Plan de Dirección del Proyecto |  |  |
| Diagrama EDT |  |  |
| Cronograma de Actividades |  |  |

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**MINUTA DE VERIFICACIÓN DEL ALCANCE**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Gestión de requisitos |
| **Etapa:** 1 |
| **Fecha:** |

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| Priorización de requisitos | | | |
| Actividad | Requisito | Tiempo | Responsables |
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**MINUTA DE GESTIÓN DE REQUISITOS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Cronograma |
| **Etapa:** 1 |
| **Fecha:** |

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**Red CPM**

Insertar Red CPM

**Ruta Crítica**

Insertar Ruta Crítica

**Tabla de Actividades Criticas**

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| Ruta Critica | Duración de Proyecto | Holgura |
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**Holguras**

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**MINUTA DE CRONOGRAMA**

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A logo with a dragon head

Description automatically generated with medium confidenceA logo with a black background

Description automatically generated

# ETAPA 2: EJECUCIÓN

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Definición del negocio |
| **Etapa:** 0 |
| **Fecha:** |

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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE PROGRAMAS DE TRABAJO DEFINICIÓN DEL NEGOCIO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Estudio de Mercado |
| **Etapa:** 0 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO ESTUDIO DE MERCADO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Estudio Técnico |
| **Etapa:** 0 |
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**MINUTA DE PROGRAMAS DE TRABAJO ESTUDIO TÉCNICO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Estudio Económico |
| **Etapa:** 0 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO ESTUDIO ECONÓMICO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Estudio Financiero |
| **Etapa:** 0 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO ESTUDIO FINANCIERO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Planeación Estratégica |
| **Etapa:** 0 |
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**MINUTA DE PROGRAMAS DE TRABAJO PLANEACIÓN ESTRATÉGICA**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Acta Constitución |
| **Etapa:** 1 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO DE ACTA CONSTITUCIÓN**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Gestión de Interesados |
| **Etapa:** 1 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO GESTIÓN DE INTERESADOS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Plan de Dirección |
| **Etapa:** 1 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO PLAN DE DIRECCIÓN**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Gestión del Alcance |
| **Etapa:** 1 |
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**MINUTA DE PROGRAMAS DE TRABAJO GESTIÓN DEL ALCANCE**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Gestión de Requisitos |
| **Etapa:** 1 |
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**MINUTA DE PROGRAMAS DE TRABAJO GESTIÓN DE REQUISITOS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Cronograma |
| **Etapa:** 1 |
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**MINUTA DE PROGRAMAS DE TRABAJO CRONOGRAMA**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de Trabajo de Tecnología |
| **Etapa:** 2 |
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**MINUTA DE PROGRAMAS DE TRABAJO DE TECNOLOGÍA**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de Trabajo Operativa |
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**MINUTA DE PROGRAMAS DE TRABAJO OPERATIVA**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de Trabajo Recursos Humanos |
| **Etapa:** 2 |
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**MINUTA DE PROGRAMAS DE TRABAJO RECURSOS HUMANOS**

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| A logo with text and a circle  Description automatically generated | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de Trabajo Finanzas |
| **Etapa:** 2 |
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**MINUTA DE PROGRAMAS DE TRABAJO DE FINANZAS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de Trabajo Comercial |
| **Etapa:** 2 |
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**MINUTA DE PROGRAMA DE TRABAJO COMERCIAL**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Verificación |
| **Etapa:** 3 |
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**MINUTA DE PROGRAMAS DE TRABAJO – VERIFICACIÓN**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Control de Cambios |
| **Etapa:** 3 |
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**MINUTA DE PROGRAMAS DE TRABAJO – CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Control y seguimiento de actividades |
| **Etapa:** 3 |
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**MINUTA DE PROGRAMAS DE TRABAJO – CONTROL Y SEGUIMIENTO DE ACTIVIDADES**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Aceptación de proyecto |
| **Etapa:** 4 |
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**MINUTA DE PROGRAMAS DE TRABAJO ACEPTACIÓN DE PROYECTO**

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| Nombre de la Plantilla: Programas de trabajo – Resultados |
| **Etapa:** 4 |
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**MINUTA DE PROGRAMAS DE TRABAJO RESULTADOS**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Programas de trabajo – Acta de cierre. |
| **Etapa:** 4 |
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**MINUTA DE PROGRAMAS DE TRABAJO CIERRE DE PROYECTO**

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Description automatically generated with medium confidenceA logo with a black background

Description automatically generated

# ETAPA 3: VERIFICACIÓN Y CONTROL

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Checklist de Verificación - Críticas |
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**MINUTA DE CHECKLIST DE VERIFICACIÓN – CRÍTICAS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control y Seguimiento |
| **Etapa:** 3 |
| **Fecha:** |

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**MINUTA DE PLANTILLA DE CONTROL Y SEGUIMIENTO**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Checklist de Verificación – Holgura |
| **Etapa:** 3 |
| **Fecha:** |

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| Actividad Planeada | Actividad Real | Cumple |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE CHECKLIST DE VERIFICACIÓN - HOLGURA**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
| **Etapa:** 3 |
| **Fecha:** |

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| --- | --- | --- | --- | --- | --- | --- |
| Actividad | Cambio | $ | Recurso | Respons. | Tiempo | Evidencia |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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A logo with a dragon head

Description automatically generated with medium confidenceA logo with a black background

Description automatically generated

# ETAPA 4: CIERRE

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Control de Costos |
| **Etapa:** 4 |
| **Fecha:** |

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| --- | --- |
| Item | Costos de Plan |
| Plan General de Comercialización |  |
| Plan General de Trabajo |  |
| TOTAL |  |
| Item | **Costo Real** |
| Programas |  |
| Control de Seguimiento |  |
| Control de Cambios |  |
| TOTAL |  |

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**MINUTA DE CONTROL DE COSTOS**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Resultados |
| **Etapa:** 4 |
| **Fecha:** |

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| Etapas | Tiempo Planeado | Costos Planeado | Tiempo Real | Costos Real |
| Etapa 0 |  |  |  |  |
| Etapa 1 |  |  |  |  |
| Etapa 2 |  |  |  |  |
| Etapa 3 |  |  |  |  |
| Etapa 4 |  |  |  |  |

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**MINUTA DE RESULTADOS**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

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|  | Nombre del Proyecto: |
| Nombre de la Plantilla: Evaluación Económica y Valor Ganado |
| **Etapa:** 4 |
| **Fecha:** |

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| Proyección de Ventas | | | |
|  | **Año1** | **Año 2** | **Año 3** |
| Demanda |  |  |  |
| Costos |  |  |  |
| Venta |  |  |  |
| * + CP |  |  |  |
| Costo Beneficio |  |  |  |
| TMAR = 22.96% | | | |

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| Punto de Equilibrio |
|  |
| VPN |
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| TIR |
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| ROI |
|  |
| PRI |
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| Valor Ganado |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**MINUTA DE Evaluación Económica x Valor Ganado**

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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Gestión de Riesgos y Plan de Contingencia |
| **Etapa:** 4 |
| **Fecha:** |

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| --- | --- | --- | --- |
| Riesgo | Impacto | Plan de acción | Costo |
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|  |  |  |  |
|  |  | TOTAL |  |

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| VPN |
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| ROI |
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| Observaciones: |

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE GESTIÓN DE RIESGOS Y PLAN DE CONTIGENCIA**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | **Nombre del Proyecto:** |
| Nombre de la Plantilla: Acta de Cierre |
| **Etapa:** 4 |
| **Fecha:** |

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| Enunciado del Trabajo del Proyecto | | | | |
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| Caso del Negocio | | | | |
|  | | | | |
| Patrocinadores | | | | |
| Nombre | | **Cargo** | | **Área** |
| Name1 | |  | |  |
| Name2 | |  | |  |
| Name3 | |  | |  |
| Name4 | |  | |  |
| Name5 | |  | |  |
| Razón de cierre | | | | |
|  | | | | |
| Por medio de la presente, se da cierre formal al proyecto, por las razones especificadas en la siguiente ficha:  Marcar con una “X” la razón de cierre: | | | | |
| Entrega de todos los productos de conformidad con los requerimientos del cliente. | |  | | |
| Entrega parcial de productos y cancelación de otros de conformidad con los requerimientos del cliente. | |  | | |
| Cancelación de todos los productos asociados con el proyecto. | |  | | |
| Aceptación de los Entregables | | | | |
| Etapa | **Entregable** | | **Aceptación** | |
| Etapa 0 - Inicio |  | |  | |
| Etapa 1 - Planeación |  | |  | |
| Etapa 2 - Ejecución |  | |  | |
| Etapa 3 – Control y Seguimiento |  | |  | |
| Etapa 4 - Cierre |  | |  | |
|  |  | |  | |
| Presupuesto | | | | |
| Etapa | | **Costos** | | |
| Etapa 0 - Inicio | |  | | |
| Etapa 1 - Planeación | |  | | |
| Etapa 2 - Ejecución | |  | | |
| Etapa 3 – Control y Seguimiento | |  | | |
| Etapa 4 - Cierre | |  | | |
| Total | |  | | |
| Tiempo Final | | | | |
| Etapa | | **Tiempo** | | |
| Etapa 0 - Inicio | |  | | |
| Etapa 1 - Planeación | |  | | |
| Etapa 2 - Ejecución | |  | | |
| Etapa 3 – Control y Seguimiento | |  | | |
| Etapa 4 - Cierre | |  | | |
| Total | |  | | |
| Observaciones | | | | |
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| Aprobaciones | | | | |

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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE ACTA DE CIERRE DEL PROYECTO**

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| Name1 | Name2 | Name3 | Name4 | Name5 |

# GLOSARIO DE TÉRMINOS

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# REFERENCIAS

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