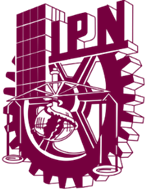
tY



“Manual de Gestión de Proyectos”

**SECUENCIA**

4CM80

**ADMINISTRACIÓN DE PROYECTOS**

**PRESENTAN:**

|  |
| --- |
| BERMEJO GALICIA JESSIKA MELISSA  MONTOYA BERMUDEZ PAULINA  PEREZ COLIN LUIS OMAR  PEREZ LAZCANO ESTELA JASIVE  RAMÍREZ CARDOSO ERICK MARTÍN |

**PROFESORA:**

GOYCOCHEA PINEDA YENNELY ELOISA

CIUDAD DE MÉXICO MAYO 2024

**INSTITUTO POLITÉCNICO NACIONAL**

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

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# ETAPA 0: Inicial

# Título:

# Objetivo

# Sector

# Giro

# PIB del Sector

# 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 |  |  |  |

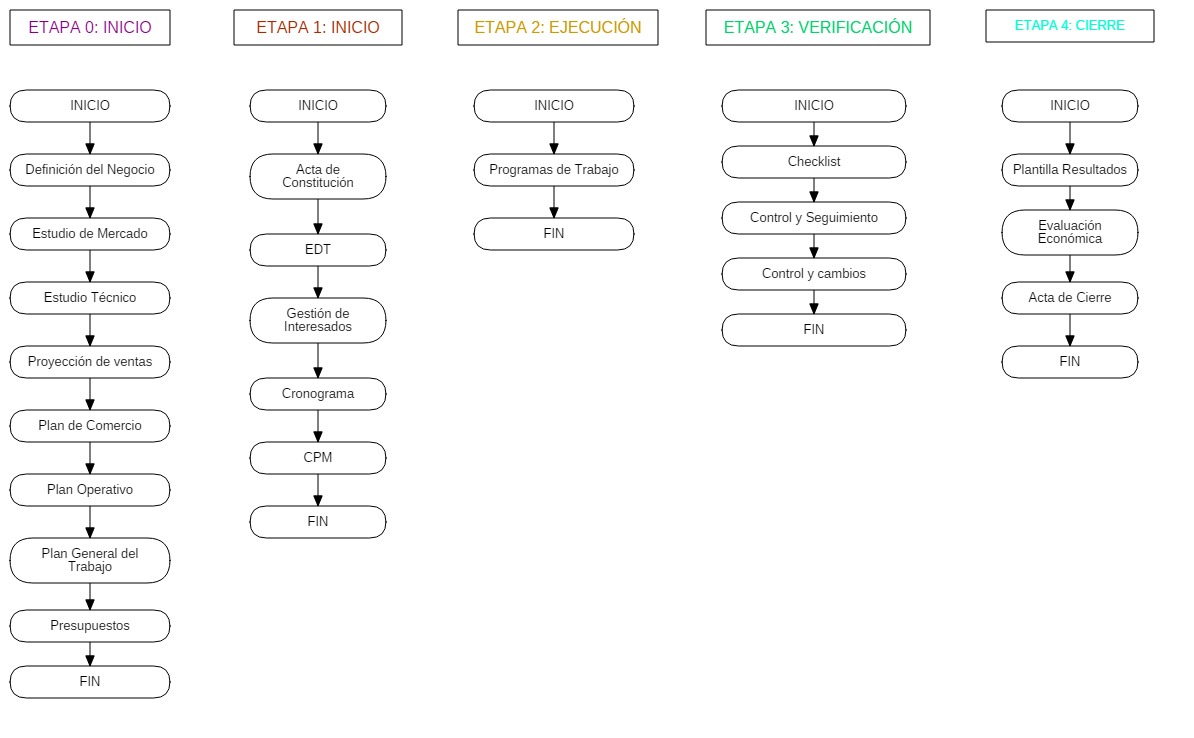
# Benchmarking

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| Atributos | Spot-IT pro | MEYAJ TI | Baits | Propuesta |
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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

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

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|  | % | # | **Tecnología**  2% | **Operativa**  2% | **Recursos Humanos**  2% | **Finanzas**  2% | **Comercial**  2% |
| ESTRATEGI  CO | 0.66% | **1**  0.22% |  |  |  |  |  |
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| TÁCTICO | 0.66% | **1**  0.22% |  |  |  |  |  |
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| OPERATIVO | 0.66% | **1**  0.22% |  |  |  |  |  |
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**MINUTA DE PLAN OPERATIVO**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | | **Nombre del Proyecto:** | | | | |
| **Nombre de la plantilla: Plan de Comercialización** | | | | |
| **Presupuesto:** | | | | |
| **Responsable**: | | | | **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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**MINUTA DE PLAN DE COMERCIALIZACION**

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# Plan de Comercialización

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|  | | **Nombre del Proyecto:** | | | | | |
| **Plantilla: Plan General de Trabajo** | | | | | |
| **Presupuesto:** | | | | | |
| **Responsable**: | | | | **Fecha**: | |
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| **Etapa 0: Inicial** | | | | | | | |
| **ACTIVIDAD** | **TIEMPO** | | | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| **Etapa 1: Planeación** | | | | | | | |
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| **Etapa 2: Ejecución** | | | | | | | |
| **ACTIVIDAD** | **TIEMPO** | | | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| **Etapa 3: Verificación** | | | | | | | |
| **ACTIVIDAD** | **TIEMPO** | | | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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| **Etapa 4: Cierre** | | | | | | | |
| **ACTIVIDAD** | **TIEMPO** | | | **COSTO** | **RECURSOS** | **RESPONSABLE** | **ENTREGABLES** |
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**MINUTA DE PLAN GENERAL DE TRABAJO**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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# 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:

$– ($+$+$) = -$

El presupuesto no es suficiente, se requieren $ pesos de financiamiento

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**ETAPA 1: PLANEACIÓN**

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|  | **Nombre del Proyecto:** | | | |
| **Acta de Constitución de Proyecto** | | | |
| **Presupuesto:** | | | |
| **Responsable**: | | | **Fecha**: |
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| **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** | | | | |
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| **Hitos del proyecto** | | | | |
| **Exclusiones** | | | **Presupuesto del Proyecto** | |
| **Las limitaciones, supuestos, riesgos y dependencias** | | | | |
| **Limitaciones de** | | |  | |
| **Supuestos** | | |  | |
| **Riesgos y dependencias** | | |  | |
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**Firmas de aprobación**

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**MINUTA DE ACTA DE CONSTITUCIÓN DEL PROYECTO**

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|  | | **Nombre del Proyecto:** | | | | | | | | | |
| **Nombre de la Plantilla:** Matriz de interesados | | | | | | | | | |
| **Etapa:** | | | | | | | | | |
| **Presupuesto:**, | | | | | | | | | |
| **Responsable:** | | | | | | | | | **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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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Plan de dirección de proyectos | |
| **Etapa:** 1 | |
| **Presupuesto del Proyecto:** | |
| **Presupuesto de la Actividad:** | |
| **Presupuesto del Patrocinador:** | **Fecha:** |

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| Actividad | Tiempo | Responsable |
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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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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Plantilla de Gestión del Alcance del proyecto | |
| **Etapa:** 1 | |
| **Presupuesto:** 0 | |
| **Responsable:** | | **Fecha:** |

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| **PROYECTO NO.** | **FECHA DE ENVÍO** |
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| **OBJETIVOS DEL PROYECTO** | |
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## 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** |  | **SÍ** |  |
| *Proporcione el enlace, si corresponde.* |  | | | | |

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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)** |  |
| **ENUMERE OTRAS FECHAS / DESCRIPCIONES DE HITOS CLAVE** |  |
| **LIMITACIONES PRESUPUESTARIAS** |  |
| **RESTRICCIONES DE CALIDAD O RENDIMIENTO** |  |
| **LIMITACIONES DE EQUIPO / PERSONAL** |  |
| **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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**MINUTA DE LA PLANTILLA DE GESTIÓN DEL ALCANCE**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Plantilla de Control de Alcance del proyecto | |
| **Etapa:** 1 | |
| **Presupuesto:** | |
| **Responsable:** | | **Fecha:** |

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| **PROYECTO NO.** | **FECHA DE ENVÍO** |
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| **OBJETIVOS DEL PROYECTO** | |
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## 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** |  | **SÍ** |  |
| *Proporcione el enlace, si corresponde.* |  | | | | |

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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)** |  |
| **ENUMERE OTRAS FECHAS / DESCRIPCIONES DE HITOS CLAVE** |  |
| **LIMITACIONES PRESUPUESTARIAS** |  |
| **RESTRICCIONES DE CALIDAD O RENDIMIENTO** |  |
| **LIMITACIONES DE EQUIPO / PERSONAL** |  |
| **RESTRICCIONES REGULATORIAS** |  |

Riesgos

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| **NO.** | **RIESGOS** |
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## 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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**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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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Diagrama EDT | |
| **Presupuesto:** | |
| **Responsable**: | **Fecha**: |



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**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:** Plantilla de verificación del alcance | |
| **Etapa:** 1 | |
| **Presupuesto del Proyecto:** | |
| **Presupuesto de la Actividad:** | |
| **Presupuesto del Patrocinador:** | **Fecha:** |

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| Entregable | Requisitos | Verificación |
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**MINUTA DE VERIFICACIÓN DEL ALCANCE**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Plantilla de gestión de requisitos | |
| **Etapa:** 1 | |
| **Presupuesto del Proyecto:** | |
| **Presupuesto de la Actividad:** | |
| **Presupuesto del Patrocinador:** | **Fecha:** |

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| Priorización de requisitos | | | |
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**MINUTA DE GESTIÓN DE REQUISITOS**

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|  | **Nombre del Proyecto:** | |
| **Nombre de la Plantilla:** Plantilla de cronograma | |
| **Etapa:** 1 | |
| **Presupuesto del Proyecto:** | |
| **Presupuesto de la Actividad:** | |
| **Presupuesto del Patrocinador:** | **Fecha:** |

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Red CPM

Ruta Crítica

Tabla de Actividades Criticas

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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

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**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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**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 |
| **Fecha:** |

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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 |
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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 |
| **Fecha:** |

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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 |
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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 |
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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 |
| **Fecha:** |

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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 |
| **Fecha:** |

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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 |
| **Etapa:** 2 |
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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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|  | **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 |
| **Fecha:** |

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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 |
| **Fecha:** |

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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 |
| **Fecha:** |

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**MINUTA DE PROGRAMAS DE TRABAJO ACEPTACIÓN DE PROYECTO**

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|  | **Nombre del Proyecto:** |
| **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 |
| **Fecha:** |

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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

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**ETAPA 3: VERIFICACIÓN Y CONTROL**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Checklist de Verificación - Críticas |
| **Etapa:** 3 |
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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:** 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:** Plantilla de Control y Seguimiento |
| **Etapa:** 3 |
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**MINUTA DE PLANTILLA DE CONTROL Y SEGUIMIENTO**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control y Seguimiento |
| **Etapa:** 3 |
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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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**MINUTA DE CHECKLIST DE VERIFICACIÓN - HOLGURA**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
| **Etapa:** 3 |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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|  | **Nombre del Proyecto:** |
| **Nombre de la Plantilla:** Plantilla de Control de Cambios |
| **Etapa:** 3 |
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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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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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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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| **Actividad** | **Acuerdo** | **Fecha de Inicio** | **Fecha termino** | **Responsable** |
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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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**MINUTA DE PLANTILLA DE CONTROL DE CAMBIOS**

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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 |  |
| Item |  |
| Programas |  |
| Control de Seguimiento |  |
| Control de Cambios |  |

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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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