A logo with a dragon head

Description automatically generated with medium confidenceA logo with a black background

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# ETAPA 1: PLANEACIÓN

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|  | **Nombre del Proyecto:** | | | |
| Acta de Constitución de Proyecto | | | |
| **Etapa:** 1 | | | |
| **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** | | | | |
| 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:** | | | | | | | | | |
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| **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 |
| **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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**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 |
| **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: | \*\*\* |

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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** |
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| **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

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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 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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| **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: Gestión de requisitos |
| **Etapa:** 1 |
| **Fecha:** |

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| Priorización de requisitos | | | |
| Actividad | Requisito | Tiempo | Responsables |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE GESTIÓN DE REQUISITOS**

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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: Cronograma |
| **Etapa:** 1 |
| **Fecha:** |

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| Actividades | Letras/Números | Procedencia | Tiempo | Costo |
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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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| Actividades | Holguras |
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| ANÁLISIS DE GANTT |
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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE CRONOGRAMA**

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