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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|  | 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 |
|  |
| TIR |
|  |
| ROI |
|  |
| PRI |
|  |
| Valor Ganado |
|  |

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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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL |  |

|  |
| --- |
| VPN |
|  |
| ROI |
|  |
| 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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| Name1 | Name2 | Name3 | Name4 | Name5 |

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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 | | | | |
|  | | | | |
| 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 | | | | |
|  | | | | |
| Aprobaciones | | | | |

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| Name1 | Name2 | Name3 | Name4 | Name5 |

**MINUTA DE ACTA DE CIERRE DEL PROYECTO**

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

# GLOSARIO DE TÉRMINOS

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# REFERENCIAS

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