



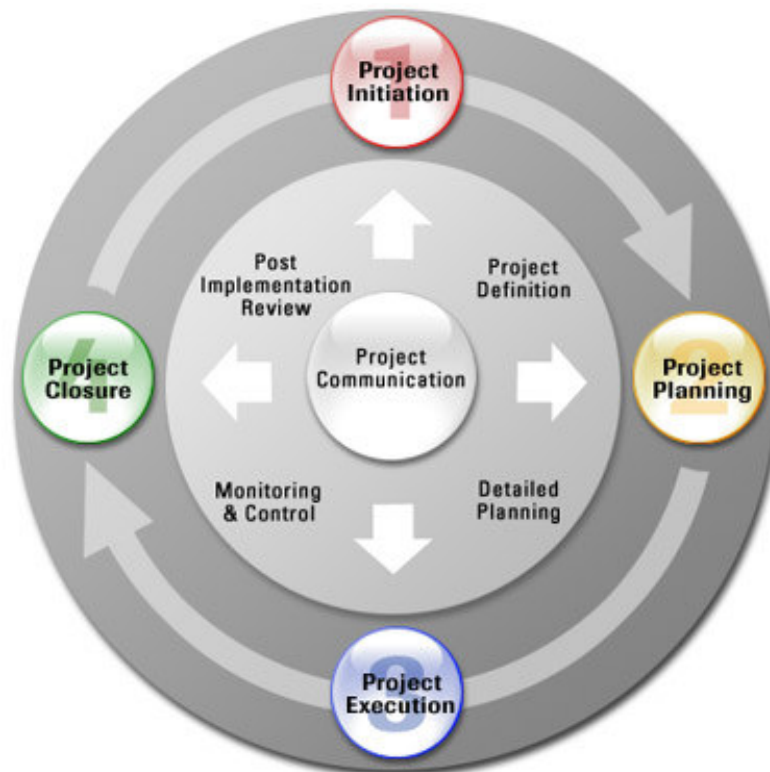
# Introduction

## Welcome

Welcome to Method123®. Please read this short document containing important information regarding the product you have received.

## Contents

Thank you for purchasing the *Project Management Kit*. This kit will help you complete all of the activities within the Project Lifecycle.



*Project Lifecycle Diagram*

The following documents are included:

- ❖ Project Management Guidebook
- ❖ Project Initiation templates:
  - Business Case
  - Feasibility Study
  - Terms of Reference
  - Job Description
  - Project Office Checklist
  - Stage Gate Review Form (Initiation)



- ❖ Project Planning templates
  - Project Plan
  - Resource Plan
  - Financial Plan
  - Quality Plan
  - Risk Plan
  - Acceptance Plan
  - Communications Plan
  - Procurement Plan
  - Tender Management Process
  - Statement of Work
  - Request for Information
  - Request for Proposal
  - Supplier Contract
  - Tender Management Register
  - Stage Gate Review Form (Planning)
- ❖ Project Execution templates
  - Time Management Process
  - Timesheet Form
  - Timesheet Register
  - Cost Management Process
  - Expense Form
  - Expense Register
  - Quality Management Process
  - Quality Review Form
  - Deliverables Register
  - Change Management Process
  - Change Request Form
  - Change Register
  - Risk Management Process
  - Risk Form
  - Risk Register
  - Issue Management Process
  - Issue Form
  - Issue Register
  - Procurement Management Process
  - Purchase Order Form
  - Procurement Register
  - Acceptance Management Process
  - Acceptance Form
  - Acceptance Register
  - Communications Management Process
  - Project Status Report
  - Communications Register
  - Stage Gate Review Form (Execution)
- ❖ Project Closure templates
  - Project Closure Report
  - Post Implementation Review
- ❖ License Agreement.



## Getting Started

---

Before you begin using the templates purchased, we suggest that you first read the Project Management Guidebook included in your download pack. This Guidebook describes the phases, activities and tasks required to undertake a project, according to the *Method123 Project Management Methodology*. This methodology is currently used by 45,000 people in more than 50 countries worldwide. By reading this Guidebook, you will understand how each template fits into the Project Lifecycle. It will also help you to use the templates purchased at the right time and for the right project activities. You should then read through each template to begin generating documentation for your project.

## Newsletter

---

Would you like to learn more about how to manage projects successfully? Join our free newsletter providing useful Project Management Tips and Hints by sending a blank email to [simon@method123.com](mailto:simon@method123.com) Then add this email address to your address book to make sure your computer allows you to receive it. You can unsubscribe at any time.

## Spelling

---

Method123 offer templates in two different spelling formats: USA and UK. Most countries outside of the USA will require a UK spelling version. If you have purchased templates with the incorrect spelling version then email us at [support@method123.com](mailto:support@method123.com) and we will email you the same product purchased but in the alternative spelling format, for free.

## Support

---

Please visit our support centre at <http://www.method123.com/support-centre.php> if you wish to:

- ❖ Find out more about buying a Corporate license
- ❖ Read Frequently Asked Questions (FAQs)
- ❖ View popular Project Management Links
- ❖ Profile your project success on our website.

We are always looking for good quality feedback, so if you'd like to suggest improvements or recommend a new product, email [feedback@method123.com](mailto:feedback@method123.com)