**Blog Gestion de Projet**

# TERMS AND USER GUIDE

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## Kit composition

- The Kit contains 32 ready-to-use templates, in various formats: **Excel**, **Word**, and **Power Point**
- Each model has a PDF user guide
- The Excel templates contain also a detailed user guide in the 1st Excel sheet
- Some Excel models contain Macros. Remember to activate them

## How to proceed ?

- Read the PDF user guide specific to each template
- Read carefully  the Excel "user guide" sheet before using any template
- Start filling in and adapting the template to your project, using the case study

| Avant Projet | Initialisation | Planification | Exécution | Contrôle | Clôture |
|---|---|---|---|---|---|
| Identifier et comprendre le besoin | Définir et estimer le projet | Décider quoi faire et comment | Concevoir, réaliser et déployer | Contrôler et ajuster si nécessaire | Clore, transmettre les livrables, retours d'expérience |
| 0 | 1 | 2 | 3 | 4 | 5 |
| • Sélection des Projets | • Charte de Projet | • Expression des besoins | • Suivi des actions | • Suivi de budget | • PV de réception des livrables |
| • Etude d'Opportunité | • Analyse des Parties Prenantes | • Matrice des exigences | • Suivi des livrables | • Tableau de bord projet | • Bilan de Projet |
| | • Macro-Planning | • Cahier des charges | • Compte Rendu de réunion | • Rapport Flash | |
| | • Registre des risques | • Proof Of concept | • Registre des demandes de changements | • Comité de projet | |
| | • Matrice des risques | • Diagramme de Gant | | • Comité de pilotage | |
| | • Réunion de lancement | • Matrice des compétences | • Stratégie de recette | | |
| | | • Matrice RACI | • Plan de tests | | |
| | | • Plan communication | | | |
| | | • Plan de projet | | | |
| | | • Plan de charge | | | |
| | | • PAQ | | | |