

EXAMPLE TEMPLATES

For ASQ 2012 Summer Series Presentations: PRACTICAL PROJECT MANAGEMENT

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Team Member Responsibility

Time Management – Actual –vs- Goal for Time Use

Organization:
 Department/Division/Program:

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Team Member Responsibility Breakdown – PROGRAMMATIC-vs- OTHERS

TEAM MEMBER	RESPONSIBILITY BREAKDOWN - % of Total Time Spent									
	PROGRAMMATIC Programs, Projects, Related Priority Activities, & Essential Training		OPERATIONS & SUPPORT Activities Essential to Daily Operations including secretarial, mtngs (gen, team, update) and general discussions		PUBLIC RELATIONS & OUTREACH PR and Outreach such as publications, social media, web-related, & other media		ADMINISTRATIVE & GENERAL MANAGEMENT Dept/Program Oversight, Personnel Mgmt., Protocol Dev, Strategic Planning		OTHER (fill in)	
	Existing	Goal	Existing	Goal	Existing	Goal	Existing	Goal	Existing	Goal

Communication Plan Summary

Organization:
Department/Division/Program:

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COMMUNICATION PLAN SUMMARY

Project Title: _____

Phase: _____ Number/ID: _____

Key Audience/Group or Individual Recipient	COMMUNICATION		
	Type (Status Report, Progress Report, Briefing, etc.)	Frequency (Daily, Weekly, Per Phase, As Needed, etc.)	Method/Format (Email, Verbal, Update Meeting, Written-formal, Phone, etc.)

List of Assumptions, Issues, and Constraints

Note – Template broken into 3 pieces on next slides

Organization: _____ Page ___ of ___
Department/Division/Program: _____

ASSUMPTIONS / ISSUES / CONSTRAINTS LIST

Project Title: _____
Phase: _____ Number/ID: _____

ASSUMPTIONS	
DESCRIPTION	Source

ISSUES		
DESCRIPTION	Proposed Solution	Responsible Party

CONSTRAINTS		
DESCRIPTION	Area Affected (\$/ Time / Scope /Quality)	Primary Constraint (✓)

List of Assumptions, Issues, and Constraints

Organization: _____ Page ___ of ___
Department/Division/Program: _____

ASSUMPTIONS / ISSUES / CONSTRAINTS LIST

Project Title: _____

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ASSUMPTIONS	
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List of Assumptions, Issues, and Constraints

ISSUES		
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List of Assumptions, Issues, and Constraints

CONSTRAINTS		
DESCRIPTION	Area Affected (\$ / Time / Scope /Quality)	Primary Constraint (✓)

Risk Register

Organization:
Department/Division/Program:

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RISK REGISTER: Version _____

RISK EVENT	PROBABILITY (P) 1=Low 3=Medium 5=High	IMPACT (I) 1=Low 3=Medium 5=High	EXPOSURE or RPI (P x I) 1 to 25	RESPONSE (Avoid, Mitigate, Transfer, Accept)	INDICATORS or TRIGGERS	RISK OWNER (Person assigned to respond)

Responsibility Assignment Matrix (RAM)

Organization:
 Department/Division/Program:

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RESPONSIBILITY ASSIGNMENT MATRIX (RAM) – Responsibility Per WBS Element

STAKEHOLDER / TEAM MEMBER		WBS ELEMENT			
Name	Role / Position	Element:	Element:	Element:	Element:
		WBS No:	WBS No:	WBS No:	WBS No:

R = Responsible (People who do the work) / A = Accountable (People who make sure the work gets done) /
 C = Consulted (People who provide input before and during the work) / I = Informed (People who are kept informed of progress)

Prepared by: _____ Date: _____

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Responsibility Assignment Matrix (RAM) Example

PROJECT WBS ELEMENT	Identify training needs		Coordinate the training		Evaluate the results	
	Survey current practice	Define new practice	Locate resources	Prepare training schedule	Re-survey practices	Analyze results
ROLE: PERSON						
PM: Kim		A	A	A		A
CSM: Ron	A	R	I		A	R
CEC: Terry	R	C			R	R
TC: Nancy		I	R	R		
CSS: Reagan	R	C		C	R	C
CSR: John	C	C			C	

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