Project handbook
<project name>
<project no.>

Version <no.>
Project manager: <name>
Date: <date>

Content

Document versions

Versionno.	Date	Change	Author

Distribution list

Name	Organisational Unit	Role in project	Telephone	E-mail

1 Project plans

1.1 Project Assignment

<table>
<tr>
<td colspan="2"><Project name>
<Project no.></td>
<td colspan="2">PROJECT-
ASSIGNMENT</td>
</tr>
<tr>
<td colspan="2">Project start event:
•</td>
<td colspan="2">Project start date:
•</td>
</tr>
<tr>
<td colspan="2">project close down event in terms of content:
•
Formal project close down event:
•</td>
<td colspan="2">Project close down dates:
•
•</td>
</tr>
<tr>
<td colspan="2">Project objectives:
•
•
•</td>
<td colspan="2">Non-objectives:
•
•
•</td>
</tr>
<tr>
<td colspan="2">Main tasks (Project phases):
•
•
•
•</td>
<td colspan="2">Project resources and costs*:
resource/type of cost   unit   Costs (€)</td>
</tr>
<tr>
<td colspan="2">Project owner:
•</td>
<td colspan="2">Project manager:
•</td>
</tr>
<tr>
<td colspan="4">Project team members:
•
•
•
•</td>
</tr>
<tr>
<td colspan="2">--
<Name>, (Project owner)</td>
<td colspan="2">--
<Name> (Project manager)</td>
</tr>
</table>

* Possible categories of total Project budget:
Category A: up to 0,3 million Euro
Category B: up to 1 million Euro
Category C: up to 10 million Euro
Category D: mor than 10 million Euro

1.2   Project Objectives (objectives, non-objectives)

<Project name> <Project no.>	PROJECT OBJECTIVES	
Type of objective	**Project objectives**	**Adjusted prroject objectives as of...**
objectives: • **Main objectives** • **Additional objectives**	• • • • • •	•
Non-objectives	• • • •	•

1.3   Description of Pre- and Post Project Phase

<table>
<tr>
<td colspan="2"><Project name>
<Project no.></td>
<td colspan="2" align="center">DESCRIPTION OF
PRE- AND POST-
PROJECT PHASE</td>
</tr>
<tr>
<td colspan="4">1) Pre-project phase</td>
</tr>
<tr>
<td colspan="4">

What triggered the project?
-
-
-
-

</td>
</tr>
<tr>
<td colspan="4">

Relevant douments for the project („Minutes", … ONLY documents and no content necessary)
-
-
-
-

</td>
</tr>
<tr>
<td colspan="4">

Experience from similar projects
-
-
-
-

</td>
</tr>
<tr>
<td colspan="4">2) Post-project phase</td>
</tr>
<tr>
<td colspan="4">

What will happen after the projet has ended? (follow-up activities, further projects, …)?
-
-
-
-

</td>
</tr>
</table>

1.4   Project Environment Analysis

<Project name> <Project no.>	PROJECT ENVIRONMENT GRAPHIC

<Project name> <Project no.>	PROJECT ENVIRONMENT TABLE		
Environment	**Relationship** (potential/conflict)	**Measures**	**Who / when** **PSP Code**

1.5 Relationship to Other Projects and the Organisations´s Strategy

<Project name> <Project no.>	RELATIONSHIP TO OTHER PROJECTS		
Programs/ Projects/	**Relationship** (potential/conflict)	**Sanctions**	**Who / when** **PSP Code**

<Project name> <Project no.>	CONNECTION TO THE ORGANISATION´S STRATEGY	
Strategy	**Description of connection/relationship**	

1.6   Project Organisation Chart

<Project name> <Project no.>	PROJECT- ORGANISATION	
Role in Project	**Field of duties/Skills**	**Name**
Project owner		
Project manager		
Project team members		
Project members		

1.7   Plan of Objects of Consideration of the Project

<Project name> <Project no.>	PLAN OF OBJECTS OF CONSIDERATION

1.8 Work Breakdown Structure (WBS)

1.9   Project Work-Package Specification

<table>
<tr>
<td colspan="2"><Project name>
<Project no.></td>
<td>PROJECT WORK-PACKAGE
SPECIFICATION</td>
</tr>
<tr>
<td>WBS-Code,
WP Title</td>
<td colspan="2">WP Content (<i>What shall be done?</i>)
•
•
•
•
•</td>
</tr>
<tr>
<td></td>
<td colspan="2">Non-WP Content (<i>What shall not be done? optional</i>)
•
•
•
•
•</td>
</tr>
<tr>
<td></td>
<td colspan="2">WP Result (<i>What is achieved after WP was finished?</i>)
•
•
•
•
•</td>
</tr>
<tr>
<td></td>
<td colspan="2">Progress Measurement (<i>How is progress measured?</i>)
•
•
•
•
•</td>
</tr>
</table>

1.10 Project Responsibility Matrix

WBS-Code	WP-Title	<Project name> <Project no.> PROJECT-RESPONSIBILITY-MATRIX — Roles & Environment	External project owner	Project owner	Project manager	Project assistent	Project team member 1	Project team member 2	Project team member 3	Project team member 4	Project team member 5	Project member 1	Project member 2	Project member 3	Project coach
1.1	**Project management**														
1.1.1															
1.1.2															
1.1.3															
1.1.4															
1.1.5															
1.1.6															
1.1.7															
1.2	**Phase 2**														
1.2.1															
1.2.2															
1.2.3															
1.2.4															
1.2.5															
1.2.6															
1.2.7															
1.3	**Phase 3**														
1.3.1															
1.3.2															
1.3.3															
1.3.4															
1.3.5															
1.3.6															
1.3.7															

Functions
R ....Responsible
C ....Contribution
I ....has to be informed

1.11 Milestoneplan

<Project name> <Project no.>	MILESTONEPLAN			
WBS-Code	**Milestone**	**Plan date**	**Revised date**	**Actual date**

*In order of plan dates.

1.12 Project Bar Chart

1.13 Resource Plan

<Project name> <Project no.>	Resource Plan					
WBS-Code	**Phase/Work-package**	**Type of resource**	**Planned quantity (days)**	**Revised quantity (days)**	**Actual quantity (days)**	**Deviation (days)**

1.14 Project Cost Plan

<Project name> <Project no.>	PROJECT COST PLAN				
WBS-Code, WP-Title	Type of Cost	Planned cost	Revised cost	Actual cost	Deviation
	• Personnel				
	• Material				
	• External services				
	• Other				
	Total				
	• Personnel				
	• Material				
	• Externalservices				
	• Other				
	Total				
	• Personnel				
	• Material				
	• External services				
	• Other				
	Total				
Project cost					

1.15 Project Communication

<Project name> <Project no.>	PROJECT-COMMUNICATION			
Title	**Objectives, Content**	**Participants**	**Schedule**	**Location**
Project owner meeting	• project status • decisions • acceptance of progress report	Project owner, Project manager		
Project controlling meeting	• project status • controlling of tasks, schedule, resources, costs • controlling of project environments • social controlling • prepare proposal for decision	Project manager, Project team, Project coach		
Subteam meeting	• Coordination of subteams • Discussion of problems	Subteam		
	•			

1.16 Project „Rules"

1.17 Project Risk Analysis

		PROJECT RISK ANALYSIS							
WBS-Code	WBS-descripton	Risk-description	Priority	Benefit /Cost	Probability	Risk-value	Delay	Avoidong action	Cost for minimizing risk
(Code)	(Text)	(Text)	(Range)	(iuro)	(Percentage)	(iuro)	(iWeeks)	(Text)	(Euro)
Project total									

1.18 Project Documentation

Area	Description
File	
Access Authorisation	
Naming convention	
Rules	

2 Project Start

2.1 Minutes– Project Start

2.1.1 Project Start Workshop

2.1.2 Follow-up Workshop
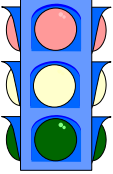
2.1.3 Project Owner Meeting

3 Project Co-ordination

3.1   Approval of Work-packages

<Project name> <Project no.>	APPROVAL OF WORK-PACKAGES				
WBS-Code	**Work-package**	**WP-Owner**	**Date**	**Approval by**	**Signature**

3.2   Minutes – Project Co-ordination

4 Project Controlling

4.1 Project Status Report

<Project name> <Project no.>	PROJECT STATUS REPORT as of ……..	
Project crisis Project in difficulties Project according to plan ✓	**1) Overall Status:** •	
2) Status Project objectives • •	**Activities:** • •	
3) Status Project progress • •	**Activities:** • •	
4) Status Schedule • •	**Activities:** • •	
5) Status Resources/costs • •	**Activities:** • •	
6) Status Context • •	**Activities:** • •	
7) Status Organisation/culture • •	**Activities:** • •	

4.2   Additional Project Status Reports

4.3   Minutes – Project controlling

4.3.1 Project Controlling Meetings

4.3.2 Project Owner Meetings

5 Project Close Down

5.1 Project Close Down Report

<table>
<tr>
<td colspan="2"><Project name>
<Project no.></td>
<td colspan="2" align="center">PROJECT CLOSE DOWN
REPORT</td>
</tr>
<tr>
<td colspan="2">1) Overall impression</td>
<td colspan="2">2) Reflection: Fulfilment of objectives</td>
</tr>
<tr>
<td colspan="4">3) Reflection: Deliverables / Schedule</td>
</tr>
<tr>
<td colspan="4">4) Reflection: Resources / Costs</td>
</tr>
<tr>
<td colspan="4">5) Reflection: Internal Organisation / Environmental Relationships</td>
</tr>
<tr>
<td colspan="2">6) Performance appraisal (Project owner, Project manager, Project member)</td>
<td colspan="2">7) Lessons learned (Summary of Experiences and suggestions for improvement)</td>
</tr>
</table>

8) Post-Project Phase Planning, Additional Tasks

To-Do	Owner	Schedule

9) Project Close Down

_____   _____
<Name> (Project owner)   *<Name>* (Project manager)

5.2 Minutes – Project Close Down

5.2.1 Project Close Down Workshop