

# **Project Management Meet Up!**

## **- Bring your template**

## **Report of Contributions**

Contribution ID: 2

Type: **not specified**

## 1. Project Charter/Initiation

*Wednesday 5 February 2025 16:40 (5 minutes)*

1. Project Charter/Initiation : Templates Defining the project's purpose, objectives, scope, stakeholders, and preliminary risks.

Contribution ID: 3

Type: **not specified**

## 2. Work Breakdown Structure (WBS)

*Wednesday 5 February 2025 16:45 (5 minutes)*

1. Work Breakdown Structure (WBS): Templates decomposing the project into manageable tasks or work packages.

Contribution ID: 4

Type: **not specified**

### 3. Project Plans/Time charts

*Wednesday 5 February 2025 16:50 (5 minutes)*

1. Project Plans/Time charts: Templates outlining how the project will be executed, monitored, and controlled, or providing a visual timeline of tasks and dependencies.

Contribution ID: 5

Type: **not specified**

## 4. Requirements definition

*Wednesday 5 February 2025 16:55 (5 minutes)*

1. Requirements definition: Templates to capture requirements, functions, operation modes, interfaces, ...

Contribution ID: 6

Type: **not specified**

## 5. Risk Management Plan

*Wednesday 5 February 2025 17:00 (5 minutes)*

1. Risk Management Plan: Template identifying potential risks and outlines mitigation strategies.

Contribution ID: 7

Type: **not specified**

## 6. Communication Plan

*Wednesday 5 February 2025 17:05 (5 minutes)*

1. Communication Plan: Templates on how is done the effective communication among stakeholders.

Contribution ID: 8

Type: **not specified**

## 7. Resource Allocation Plan

*Wednesday 5 February 2025 17:10 (5 minutes)*

1. Resource Allocation Plan: Templates to track resource availability and assignments.



Contribution ID: 9

Type: **not specified**

## 8. Budget/Cost Tracking

*Wednesday 5 February 2025 17:15 (5 minutes)*

1. Budget/Cost Tracking: Templates to Monitor project expenses against the allocated budget.

Contribution ID: **10**

Type: **not specified**

## 9. Change Requests

*Wednesday 5 February 2025 17:20 (5 minutes)*

1. Change Requests: Templates to document and assess requests for changes to the project.

Contribution ID: **11**

Type: **not specified**

## 10. Issue Log

*Wednesday 5 February 2025 17:25 (5 minutes)*

1. Issue Log: Template to track and manages project issues.

Contribution ID: 12

Type: **not specified**

## 11. Meeting Agenda and Minutes

*Wednesday 5 February 2025 17:30 (5 minutes)*

1. Meeting Agenda and Minutes: Template to organizes meeting topics and documents outcomes.

Contribution ID: 13

Type: **not specified**

## 12. Stakeholder Analysis Matrix

*Wednesday 5 February 2025 17:35 (5 minutes)*

1. Stakeholder Analysis Matrix: Template to Identify stakeholders and their influence or interest in the project.

Contribution ID: 14

Type: **not specified**

## 13. Quality Management Plan

*Wednesday 5 February 2025 17:40 (5 minutes)*

1. Quality Management Plan: Template to ensures project deliverables meet quality standards.

Contribution ID: 15

Type: **not specified**

## 15. Closeout Report

*Wednesday 5 February 2025 17:50 (5 minutes)*

1. Closeout Report: Template to summarize the project's outcomes and officially closes it.

Contribution ID: **16**

Type: **not specified**

## 16. Others

*Wednesday 5 February 2025 17:55 (5 minutes)*

1. Others: Templates not in the previous categories



Contribution ID: 17

Type: **not specified**

## 14. Lessons Learned

*Wednesday 5 February 2025 17:45 (5 minutes)*

1. Lessons Learned: Template to Capture insights for improving future projects.

Contribution ID: **18**

Type: **not specified**

## **Templates @ ATS Quality Service**

*Wednesday 5 February 2025 16:30 (10 minutes)*

**Presenter:** PETIT, Stephan (CERN)