**Project Name**:

**Project Purpose**:

**Which standards are covered**?

**Who is completing the project?**

**Length of Project?**

**Which Project Management Framework Templates will be used for this** **project**?

**Initiating** **❑ Team Human Resource Template**

Who is involved with or impacted by the project? Students? Parents? Administrators? Community? Sponsor?

**❑ Project Charter/Project Scope Template**

How would you briefly describe the project? Why should students do this project? What will students create or develop? How will you know if the project is successful? How long is the project? What is your budget for the project?

**Planning ❑ Project Charter/Project Scope Template**

How would you describe this project in more depth? What are the project requirements? What constraints, assumptions, boundaries, and user acceptance will impact the project?

**❑ Work Breakdown Structure Template**

How could the project workload be broken down into smaller, more manageable parts? How will you determine the successful completion of these parts?

**❑ Checklist/Schedule Project Plan Template**

What is a logical order in which to complete the tasks identified in the work breakdown structure? Who will be responsible for each task?

**Executing ❑ Project Status Report Template**

How will team members communicate project progress to the project manager? How often do team members need to report on project status?

**Monitoring & ❑ Project Status Report Template**

**Controlling** Is the project on track? What work has been completed, and what work still needs to be done?

**❑ Project Change/Issue Report Log Template**

What issues have team members encountered? What corrective measures could they take to solve any problems?

**Closing ❑ Lessons Learned Template**

What went well during the project? What didn’t go well? How could things be improved next time?

**❑ Self and Peer Reflection**

How did each team member contribute to the completion of the project? Did team members work well together?

**Additional Notes/Comments for the Project:**