

Project Management Tools:

Scope Statement

Project Objective
Deliverables
Milestones
Technical Requirements
Limits & Exclusions
Review

SWOT

Strengths, Weaknesses, Opportunities and Threats

BUDGET

Top Down
Bottom Up

PAYBACK/NET PRESENT VALUE

Responsibility Matrix - Indicates the Team Member responsible for the task. Use all tasks from the WBS

Risk Management Tools

- 1. ID of Risks – Check list format**
- 2. Risk Assessment indicating Risk Event from ID of Risks, Likelihood, Impact, Detection Difficulty and When Occurs. Use a 1-5 Rating (5 being the highest) and use a Matrix Format**
- 3. Risk Response Matrix indicating Risk Event from ID of Risks, Response (indicate Reduce or Accept), Plan in a**

few words, Trigger in a few words and Who from the Responsibility Matrix

4. Risk Severity Matrix – Impact x Probability x Detection = Risk Value 5 being the highest

Complete in Matrix Format. Vertical Line is Likelihood/Probability and Horizontal Line is Impact, and Compute Risk Value

Priority Matrix

Left Column list Constrain, Enhance, Accept, Top Across Perform, Time and Cost

Network

Sequence of Events in the Project, Dependent, Predecessors, Leveling, Critical Path-the shortest time to complete the Project which represents the longest overall duration

WBS

GANTT CHART

KEYS TO SUCCESS

LESSONS LEARNED/RECOMMENDATIONS