

Templates for the Project Professional

Over 90 templates to help you deliver reproducibly successful Projects and a powerful Portfolio Management process

- **A template for every purpose**
 - Optimize Portfolio Management
 - Energize the PMO
 - Manage every project phase
 - Support the Business Analyst
 - Choose the best vendor

- **Make your projects more successful**
 - More thorough planning in less time
 - Improved communication
 - Less risk and fewer issues
 - Better control over Cost, Scope and Time

- **Leverage our years of experience**
 - Templates get right to the point; No Fluff
 - Design minimizes duplicate data entry
 - Fully tested and field proven



Template Categories

- Project Portfolio Management**
- Project Management**
- Program Management**
- Project Management Office**
- Business Analysis**
- Contracts and Vendor Selection**

Use World Class Templates in Your Projects

Ready to use. Field tested. Fully customizable.

The collage displays several key project management templates:

- Risk Register:** A table with columns for Risk ID, Description, Category, Status, and Priority, featuring a color-coded risk matrix.
- PROJECT CHANGE REQUEST FORM:** A structured form for documenting and approving changes to a project.
- Project Risk Assessment Results:** A summary table showing risk levels (High, Medium, Low) and associated costs.
- PROJECT MONTHLY STATUS REPORT:** A dashboard-style report with a summary table and a Gantt chart for project progress.
- Post Implementation Costs:** A table detailing costs incurred after project completion.

All templates are fully PMBOK® and BABOK® compliant.

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Templates Support Project Success!

- Save time
- Safeguard information critical to the project
- Enhance communication
- Reinforce effective Project Management practice
- Improve cross-project collaboration
- Reduce project risk
- Promote effective planning
- Support archive of project information
- Enhance customer satisfaction
- Embodiment of Lessons Learned

Our Templates Deliver World Class Quality

- Easy to use
- Easily and fully customizable
- Clear and adequate instructions
- Attractive printed pages
- Consistent professional appearance
- Embody advanced PM concepts
- Consistent terminology
- Based on a robust PM Methodology
- PMBOK® and BABOK® compliant
- Fully tested and field proven

A Template for Every Purpose

There are over 90 templates in the library. The following is a sample of what is available:

Project Management

- **Project Charter** – early agreement on project definition eliminates numerous issues
- **Scope Statement** – Clear scope definition safeguards both budget and schedule
- **Risk Register** – Threat and Opportunity; calculates your Contingency Reserve
- **Easy Earned Value** – simple setup and super-easy data entry.
- **Transition Checklist** – sanity check for a smooth implementation / transfer to ops
- **Lessons Learned** – Supports continual improvement of your PM practice

Project Management Office

- **PMO Charter** – Serves as a mandate for the PMO and gives it authority to do its job
- **Program Risk Assessment** – Helps you to proactively manage identified risks
- **Project Evaluation Tool** – Fund the right projects at the right time

Business Analysis

- **Requirements Management Plan** – Plan the requirements effort to ensure that requirements are both correct and complete
- **Business Process Analysis Toolkit** – Seven BPA tools in one file

Minimal Cost – Immediate Payback

Sets of templates start at \$20 US. The entire Templates Library is available for only \$200 US. That's less than \$2.25 US per template for the highest quality templates available today. Purchase includes three years update support. Purchase via download or order on CD. Examples are provided online. These templates can pay for themselves over and over in saved time and good project results.

From the CVR/IT Guestbook

“Thank you so much for access to such an invaluable resource. I have been searching for useful information for days; the result was well worth the wait. This website is nothing short of excellent.”

-- Brisbane, Australia

“THANK YOU! The templates are wonderful and are really helping me as we begin a PMO.”

-- Grand Rapids, Michigan