



# Districo Project Management Methodology (DPMM)

## Annex 1: List of available templates

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Districo's methodology is based on the PMI framework for Project Management, as documented in their PMBOK. To structure all the available templates, the PMI's process group structure is used. In case you desire a template for download, please contact the Project Management Office (PMO) with a clear request of which template you need.

### **PROCESS GROUP: INITIATION**

1. Project Charter (doc)

### **PROCESS GROUP: PLANNING**

2. Master Project (Management) Plan (doc)
3. Project Scope Definition: Vision Document (doc)
4. Project Scope Definition: Standard Product Breakdown Structure (xls)
5. Project Scope Definition: Standard Work Breakdown Structure (xls)
6. Scope change control procedure (doc)
7. Deliverables Definition Form - Project Documents (doc)
8. Project Alternatives Tradeoff Table (xls)
9. Project Flexibility Matrix (xls)
10. Planning and Scheduling: Tasks list (xls)
11. Planning and Scheduling: Standard Precedence diagram (Visio)
12. Planning and Scheduling: R.A.M. (xls)
13. Planning and Scheduling: Workload & cost estimation/ calculation table (xls)

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14. Planning and Scheduling: Project Schedule and Critical Path (xls)
15. Team Roles and Responsibilities List (doc)
16. Communications Matrix
17. Project Stakeholder/Influencer Assessment
18. Product and Project Risk Assessment and Mitigation Tables
19. Tools and Equipment List
20. New System Request for Proposal Outline
21. Vendor Assessment Checklist

### PROCESS GROUP: EXECUTING

22. Action Item Log (xls)
23. Team Meeting Agenda & Minutes (ppt & doc)
24. Status Meeting Agenda & Minutes (ppt & doc)
25. Steering Group Meeting Agenda & Minutes (ppt & doc)
26. Effective Meetings Checklist (doc)
27. Problem-Solving Tools and Techniques (templates) (zip)
28. Lessons Learned Meeting Agenda (doc)
29. Vendor Assessment Checklist (xls)
30. Project Management Guidelines (doc)
31. Project or Software Release One-Page Summary (doc)
32. New System Request for Proposal Outline (doc)
33. RFP for Training Program Development (doc)
34. IT Project Request for Proposal (RFP) (doc)
35. Vendor Assessment Checklist (xls)

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### **PROCESS GROUP: MONITORING & CONTROLLING**

36. Scope Change Request (doc)
37. Project Deliverables Release Form (doc)
38. Milestone Chart Template (doc)
39. Review Checklists: Preliminary Design Review (doc)
40. Review Checklists: Detailed Design Review (doc)
41. Review Checklists: Critical Design Review (doc)
42. Review Checklists: Final Design Review (doc)
43. End of Phase Checklist (4) (zip)
44. Customer Acceptance Checklist and Signoff (doc)
45. Project Manager & Team Member Performance Appraisals (doc)
46. Decision Matrix
47. Risk & Issue Log (xls)
48. Project Status Reports (doc)

### **PROCESS GROUP: CLOSING**

49. Lessons Learned document (ppt)
50. End of project report (doc)

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