

**METHOD** **1****2****3**®  
*empowering managers to succeed*

# **Project Management Kit**

*Saving you time and effort*

*By Method123.com*

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# 1. Overview

Welcome to the *Project Management Kit* (PM Kit).

This brochure tells you *what* the PM Kit is, *how* you will benefit from using it and *why* it will help you achieve **project management success**. You'll also understand why the PM Kit saves you time and effort, making project management much easier than before.

## 1.1 What is the PM Kit?

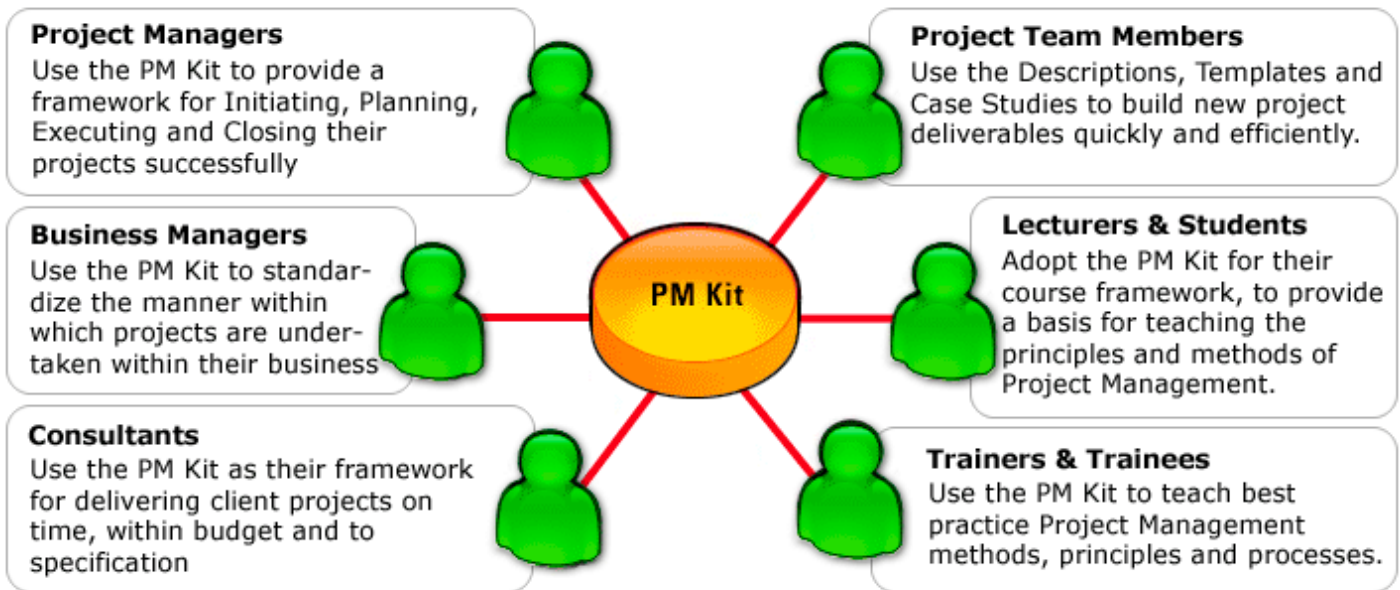
The PM Kit is a *suite of project management templates* which you can use to get a "head-start" on projects. Rather than starting from scratch every time you start a project task, you can simply open a PM Kit template and fill-in-the-gaps. For instance, say you want to:

- **Create a Project Plan.** Why start with a blank sheet of paper, when you could get a pre-completed Project Plan with the phases, activities and tasks already laid out?
- **Manage Change.** If you want to control change within your project, why not use an existing process which describes the steps needed to manage change, rather than having to create a new process from scratch?
- **Report on Progress.** Why spend hours structuring your reports, when you can simply take the *Project Status Report* template from the PM Kit and fill in the gaps?

The project management templates included in this kit are currently used by more than 45,000 people in over 50 countries to deliver projects more successfully. They're *pre-formatted* so that you only need to *fill in the gaps* to create high quality deliverables for your project.

## 1.2 Who uses it?

The PM Kit is used by project managers, consultants and trainers around the world to improve project management success.



### 1.3 Why should I use it?

Using this PM Kit will *save you time*.

Imagine how much time you would save by having pre-formatted documents ready to fill in whenever you want to create a new project deliverable. The PM Kit gives you this power by providing you with templates that already have the table of contents, section headings, charts and tables *ready to go*. It also includes detailed instructions to help you complete deliverables quickly and efficiently. By using the PM Kit, you will:

- ✓ **Save time** creating deliverables
- ✓ **Reduce effort** creating deliverables
- ✓ **Improve the quality** of deliverables
- ✓ Improve your project success.

### 1.4 How will I benefit from it?

By saving time creating deliverables, you will complete your project sooner than expected, with less effort and higher quality deliverables as a result. Using the PM Kit:

- **Project Managers** can deliver projects on time and in budget
- **Team Members** can produce higher quality deliverables faster
- **Business Managers** can improve the efficiency of projects
- **Consultants** can create deliverables which consistently meet client needs
- **Trainers & Lecturers** can teach best practice project management principles
- **Students** can learn project management to an advanced level.

Regardless of your role, you'll benefit from this kit by being able to:

- ✓ Create deliverables quickly and more easily
- ✓ Constantly improve the quality of your deliverables
- ✓ Complete tasks faster and more efficiently than before.

## 1.5 How do I use it?

Put simply, you take each template and fill in the gaps to create high quality project deliverables as you need them.

Each template comes with a *structure* (Table of Contents), a *format* (Header, Footer, body of content and tables), and a set of *procedures* describing how to complete it. All you need to do is read the procedures in the template and fill in the details specific to your project. You can add, rename and remove whole sections of content if you wish. You can personalize your Header/Footer and replace the Method123<sup>®</sup> logo with your own company logo.

You're free to make whatever changes you wish to customize these templates to fit into your project environment. The fewer alterations you make, the more value you will get from these templates as a time-saving, best practice method for managing projects.

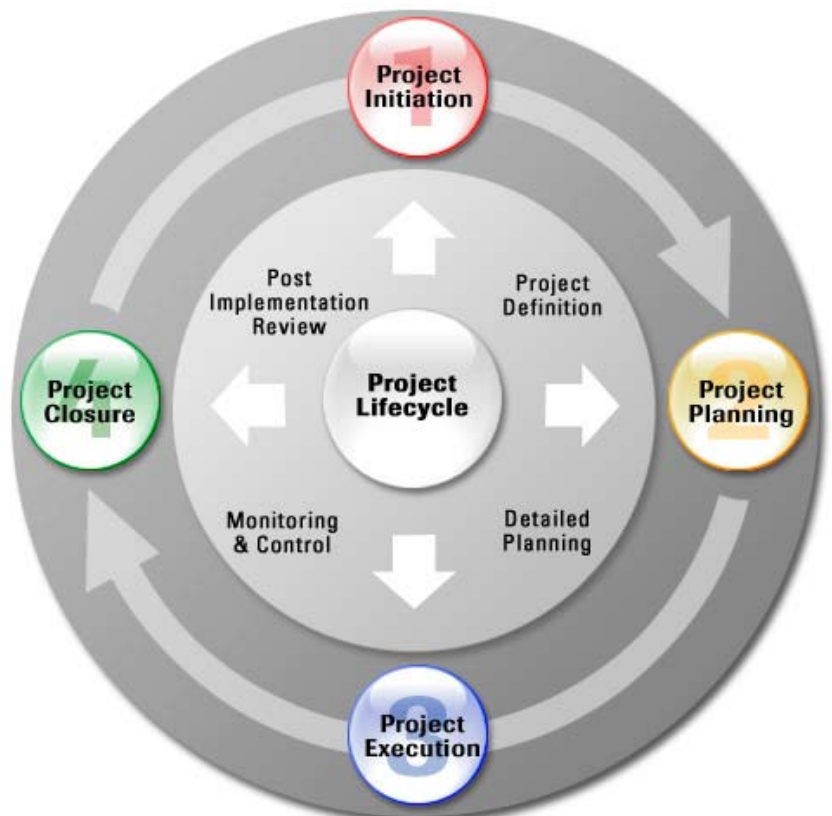
## 2. Contents

### 2.1 What does it include?

The PM Kit includes templates, forms and processes for every step in the Project Lifecycle.

Whether you want to initiate, plan, execute or close a project, the PM Kit has everything you need to do it quickly and efficiently.

Every step in the Project Lifecycle has a comprehensive template to help you complete it faster than before.



### 2.1.1 Project Initiation Templates

The PM kit helps you to *initiate* projects by defining the business case, undertaking a feasibility study, completing a terms of reference, recruiting the project team and setting up a Project Office. The following Initiation templates are included:

- [Business Case](#)
- [Feasibility Study](#)
- [Terms of Reference](#)
- [Job Description](#)
- [Project Office Checklist](#)
- [Phase Review Form](#)

### 2.1.2 Project Planning Templates

After defining the project and appointing the project team, you're ready to enter the detailed Project Planning phase. This involves creating a suite of planning documents to help guide your team through the Project Lifecycle. The following planning templates are included:

- |                                       |   |
|---------------------------------------|---|
| ▪ <a href="#">Project Plan</a>        | ▪ <a href="#">Tender Management Process</a> |
| ▪ <a href="#">Resource Plan</a>       | ▪ <a href="#">Statement of Work</a>         |
| ▪ <a href="#">Financial Plan</a>      | ▪ <a href="#">Request for Information</a>   |
| ▪ <a href="#">Quality Plan</a>        | ▪ <a href="#">Request for Proposal</a>      |
| ▪ <a href="#">Risk Plan</a>           | ▪ <a href="#">Supplier Contract</a>         |
| ▪ <a href="#">Acceptance Plan</a>     | ▪ <a href="#">Tender Register</a>           |
| ▪ <a href="#">Communications Plan</a> | ▪ <a href="#">Phase Review Form</a>         |
| ▪ <a href="#">Procurement Plan</a>    |   |

### 2.1.3 Project Execution Templates

In the Execution phase, the deliverables are physically constructed and presented to the customer for acceptance. A suite of *management processes* are put in place to monitor and control the construction of each deliverable.

The following execution templates are included to help you implement the right management processes for your project:

- |   |  |
|---|--|
| ▪ <a href="#">Time Management Process</a> | ▪ <a href="#">Issue Management Process</a> |
| ▪ <a href="#">Timesheet Form</a>          | ▪ <a href="#">Issue Form</a>               |
| ▪ <a href="#">Timesheet Register</a>      | ▪ <a href="#">Issue Register</a>           |

- [Cost Management Process](#)
- [Expense Form](#)
- [Expense Register](#)
- [Quality Management Process](#)
- [Quality Review Form](#)
- [Deliverables Register](#)
- [Change Management Process](#)
- [Change Request Form](#)
- [Change Register](#)
- [Risk Management Process](#)
- [Risk Form](#)
- [Risk Register](#)
- [Procurement Management Process](#)
- [Purchase Order Form](#)
- [Procurement Register](#)
- [Acceptance Management Process](#)
- [Acceptance Form](#)
- [Acceptance Register](#)
- [Communications Management Process](#)
- [Project Status Report](#)
- [Communications Register](#)
- [Phase Review Form](#)

### 2.1.4 Project Closure Templates

Project Closure involves releasing the final deliverables to the customer, handing over project documentation to the business, terminating supplier contracts, releasing project resources and communicating project closure to all stakeholders.

The last remaining step is to undertake a Post Implementation Review to identify the level of project success and identify any lessons learned for future projects. To help you through this critical closure phase, the PM Kit provides two incredibly comprehensive templates:

- [Project Closure Report](#)
- [Post Implementation Review](#)

## 2.2 What else is included?

The PM Kit includes everything you need to help deliver your project successfully.

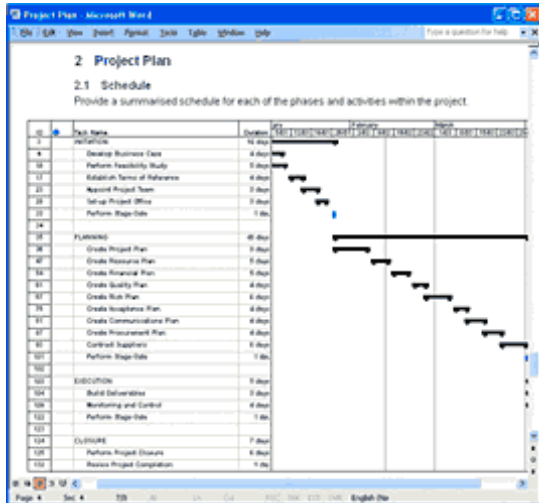
This includes:

1. **Templates** to create deliverables
2. **Forms** to resolve risks and issues
3. **Checklists** to measure success
4. **Procedures** to improve quality
5. **Reports** to communicate status
6. **Logs** to record project progress
7. **Charts** to control project change
8. **Processes** to monitor project delivery



- 9. **Examples** to gain knowledge
- 10. **Plans** to schedule tasks & resources

### 2.3 Why is it unique?



The PM Kit is totally unique due to its:

**Coverage:** The templates fit neatly together to *cover the entire* Project Lifecycle.

**Depth:** They describe *in depth*, how to complete each step in the lifecycle.

**Quality:** They have been professionally laid out and have a *high quality* finish.

**Style:** They're jargon-free, so they are easy to read and even easier to use.

**Tools:** Hundreds of charts, tables, forms, checklists and examples are included.

### 2.4 Why is it best practice?

The templates included within the PM Kit are based on best practice industry standards for project management. These standards include the worldwide Project Management Institute: PMBOK® and the UK standard for Project Management: Prince2®.



You can apply these templates to projects in *any industry*.

Whether you're in IT, telecoms or engineering and construction, the PM kit will add value to your project by providing a toolset for delivering it quickly and efficiently.

The templates are suitable for *any size* of project. Whether your project is small or large, this kit provides a standard approach to achieving success.



## 3. Purchasing

### 3.1 Why should I buy it?

You should buy this kit because it will save you time and effort delivering projects.

Project Managers say that by using this *PM Kit*, they can complete project documents in half the time that they used to. They get a massive **50% savings** in time and effort, making their project delivery much smoother and their lives much easier than before.

*"These templates are extremely valuable. They'll certainly help you manage projects more easily."*

**The Institute of Management Consultants**

Professor David Iornem, Director

### 3.2 How can I buy it?

You can buy the *Project Management Kit* by clicking on the blue "BUY NOW" button below. This will take you to the shopping cart, where you complete your purchase details and download the kit to your desktop.

This kit will give you a *head start* when completing project tasks. It will also save you time and effort, helping you to achieve project success.

Buy the **Project Management Kit** today for only \$195 and download immediately for use on your projects.



Or purchase **MPMM Professional Methodology** software for only \$395 -- it contains all the templates in the Kit and provides a complete step-by-step guide on best practices for projects.



*"This kit gives you the complete set of templates needed to manage projects. It's great!"*

**Project Management Institute**

Pamela Good, Vice President, Buffalo USA