

Overview

•Project name:	
Status Quo	
Purpose	
Goals	
Results	
Dates	
Team	
Kick-off event	
Main event:	

STAKEHOLDERS

Who is affected by the project?

Draw a graph and add information whether the particular group of people is in favour / against the project (?)

MIND MAP

What are the objects / facts to consider?
Draw a mind map by hand.

RESOURCES

Personell Resources: language competence, committment, etc.

Financial Resources: Who is going to pay, extra money needed?

Temporal Resources: Time limits?

Analysis of Risks

Personell Risks

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Didactical Risks

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Financial Risks

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Legal Risks

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Management Risks

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Task package PTM

Who?

What?

What not?

When?

How much?

Result(s)?

Milestones

Name of the milestone	•By whom,when and what