**Tabela 1. Krótka charakterystyka projektu – METRYCZKA projektu**

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| --- |
| Nazwa projektu (*pełna i skrócona*): |
| Charakterystyka projektu: |
| **Cel główny projektu:**Cele uzupełniające: |
| Wstępny budżet: |
| Ramy czasowe, tj. przygotowanie, realizacja, zakończenie: |
| Strukturę organizacyjna projektu (personel): |
| Zasoby materialne, tj. sprzęt, lokal, urządzenia biurowe, telefony itd. |
| Dodatkowe założenia lub ograniczenia: |

**Tabela 2. Projekt ……. – lista zadań do wykonania w ramach planowanego projektu**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kod** | **Nazwa zadania** | **Osoba / funkcja** | **OPTYMISTYCZNY****czas wykonania****[dni]** | **PESYMISTYCZNY****czas wykonania****[dni]** |
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**Rysunek 1: Struktura hierarchiczna zadań (WBS) / Diagram Designer**

 **dla projektu …………………………………………………………………………………**

**Tabela 3. Projekt ……………………………. – zadania a ZASOBY materialne**

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| **Kod** | **Nazwa zadania** |  |  |  |  |  |
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**Tabela 4. Projekt „A” – Fazy, kamienie milowe a zadania projektowe (patrz tab. 1)**

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| **FAZY:** |  |  |  |  |  |
| **Liczba dni:** |  |  |  |  |  |
| **KAMIENIE MILOWE:** |  |  |  |  |  |
| **Zadania:** |  |  |  |  |  |
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**Tabela 5. Harmonogram projektu – wersja optymistyczna (wzór struktury tabeli planistycznej)**

**Rysunek 2: Wykres LOB dla projektu ………………………………………………………..…**

**Rysunek 3: Wykres sieciowy PERT dla projektu …………………………………………………**