

Entrepreneurship Curricula

Project Management File (PMF)

Rough Planning - Indications

By clarifying the project's requirements/tasks the foundations of the project are set. Each successive phase of project management depends on the correct understanding of the project's tasks. Mistakes or misunderstandings that creep in at this first stage are very difficult to compensate for during the progress of the project and sometimes they can't be compensated for at all.

Different creativity techniques prove to be efficient for gathering problem-solving ideas such as: brainstorming or brain-writing; the Osborn check list; morphological boxes and mind-mapping.

Working title of the project (project name): Trip to Paris
Project proposal: who proposed the project?
Project management / team members: who works in the project team? Supervisor: Team:
Why is this project necessary?
What is the benefit that is expected by the client/person who proposed the project?
What project results does the client expect?
What is the time-frame of the project? Project initiation: Project close-out:
Other known dates:
Budget: what financial resources are available?
Stakeholders:
Risks: