

**PROJECT WORK**

department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Topic**

|  |  |
| --- | --- |
| **Student name:** |  |

|  |  |
| --- | --- |
| **Student name:** |  |

|  |  |
| --- | --- |
| **Student name:** |  |

|  |  |
| --- | --- |
| **Name of institutional supervisor:** |  |
| Position of institutional supervisor: |  |
| Department of institutional supervisor: |  |

**Date:**

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# Appendix I.

Inserting a color scanned image of Appendix I.

# Project Founding Document

Content:

* Project Name
* Proposed budget (if available or prepared for the project)
* Planned start and completion date or lead time
* Name of project leader, team members
* Project outcome requirements/achievement criteria
* Milestones

# Project Schedule

* Project schedule using GANTT diagram
* Project resource plan (if available or prepared for the project)
* Project cost plan (if available or prepared for the project)

# Milestone Reports, Task Progress Reports

Tasks of the three completed milestone reports and their corrections, if necessary.

# Team Dynamics Report

The Team Dynamics Report is a maximum one-page document in which team members present the followings:

* how did they work together?
* how did they distribute tasks among themselves?
* how did they communicate, how often did they communicate?
* what difficulties arose during the joint work?
* what did they learn from each other?
* with what skills did the members contribute to the project's results?
* were there any conflicts or problems to be solved?
* how did they deal with changes in the project work?
* what were the benefits of the project work?
* what risks were encountered during the implementation of the project?
* how well did they work with their consultant?
* how well did they meet the project's objectives and their own expectations?

# References

List of used literature (if any)