

Logo des

Partner-unternehmens

Projekthandbuch VWA

Projektbezeichnung

(Name des Partnerunternehmens,

ggf. Untertitel)

Projektteam:

Name1

Name2

Name3

Name4

Name5

Projektbetreuer:

Name1

Name2

Version: 1.0

Projektleiter: Name

Datum: 01.01.2015

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| Ansprechpartner | | | |
| **Name** | **Rolle im Projekt** | **Telefon** | **e-mail** |
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| Projektauftrag | | | |
| * **Pj-Startereignis:** | * **Pj-Starttermin:** | | |
| **Pj-Endereignis:** | **Pj-Endtermin:** | | |
| **Pj-Ziele:** | **Nicht-Pj-Ziele:** | | |
| **Pj-Hauptphasen lt. PSP** | **Projektkosten/-ressourcen** | | |
| Ressourcen-, Kostenart | Menge | Kosten in € |
|  |  |  |
| **Pj-Auftraggeber:** | **Pj-Leiter:** | | |
| **Pj-Team:** | | | |
| *Vorname Nachname*, (Projektauftraggeber) *Vorname Nachname*, (Projektleiter) | | | |

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| Projektstrukturplan |

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| Risikoanalyse |

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| PSP Code | Arbeitspaket | |
| Wahrscheinlichkeit  ☐ groß ☐ mittel ☐ gering | Prüfungstermin | Letztentscheidungstermin |
| Risikobeschreibung |  | |
| Maßnahme / Plan B  ☐ präventiv  ☐ korrektiv |  | |
| Datum der Durchführung | Status, Meldung an Betreuer | |

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| Projektmeilensteinplan | | | | |
| **PSP**  **Code** | **Meilenstein** | **Basis- termine** | **Aktuelle Plantermine** | **Ist- Termine** |
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\*Termine chronologisch nach Planterminen reihen!

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| Projekt-Kostenplan | | | | | | | | |
| **PSP-Code** | **Kostenart\*, Beschreibung** | | **Plan-**  **kosten** | **Ist-**  **Kosten** | **Kostenabweichung** (Begründung) | |
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| Tätigkeitsbericht/Begleitprotokoll | | | | | | | | |
| **Name Schüler/in** | | |  | | | | | |
| **Gegenstand,**  **Partnerunternehmen** | | |  | | | | | |
| **Datum** | | | **Tätigkeit** | | | | **Dauer in h** | |
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|  | Unterschrift: Summe: |  |

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| Betreuungsprotokoll | | |
| **Name Schüler/in/nen** | **Datum** |  |
| **Name Betreuer/in** | **Paraphe** |  |
| Coaching-Themen  Status  ☐ Qualität  ☐ Zeit  ☐ Teamarbeit  ☐ Kosten  ☐ besondere Ereignisse |  | |
| Korrektive Maßnahmen |  | |
| Weitere Vorgangsweise |  | |
| Projekt-Spielregeln | | |

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| Abnahme-Arbeitspakete | | | | | |
| **PSP Code** | **Arbeitspaket** | **Verantw.** | **Datum** | **Abnahme durch** | **Paraphe**  **Lehrkraft** |
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