

SAINT LOUIS PUBLIC SCHOOLS

PROJECT CLASSIFICATION WORK SHEET

Purpose

This worksheet allows project managers to determine the amount of project management rigor a project might require, e.g., project charter, project plan, status report and work breakdown structure.

Remember to include the cost of internal human capital, e.g., if the rate for a resource is \$10,000; and the project requires 5 full time resources for 2 months, then the estimate for internal human capital would be \$100,000.

If each resource only worked ½ time on the project for two months, the cost would be \$50,000.

Project Size Classification		
Project Size	Dollar Criteria	YES / NO
Small	At least \$25K and less than \$75 K	
Medium	At least \$75K and less than \$150K	
Large	At Least \$150K	

Determining Deliverables based on Project Size			
Deliverables	Small	Medium	Large
Business Case Proposal	X	X	X
Project Initiation Profile	X	X	X
Projects Rating / Selection Form	X	X	X
Project Charter	X	X	X
Project Plan	X	X	X
Resource Assessment	X	X	X
Procurement Strategy	X	X	X

(PMO-F017)

SAINT LOUIS PUBLIC SCHOOLS

Project Schedule	X	X	X
Business Requirements Specification	X	X	X
Issue Management Plan	X	X	X
Risk Management Plan		X	X
Communications Management Plan		X	X
Change Control Management Strategy	X	X	X
Quality Management Plan		X	X
Contract Management Strategy			X
Budget Plan	X	X	X
Project Success Criteria	X	X	X
Acceptance Document	X	X	X
Post-Project Implementation survey	X	X	X
Post Project Report	X	X	X