TPS of Illinois, Incorporated

Quik-Biz Project Management Templates V3.1 - DEMO

Demo version contains all the documents in a PDF format

TPS of Illinois, Incorporated has created the Quik-Biz Project Management Templates solution to assist individuals and companies with the management of their projects. With over 30 years of combined project management and IT implementation experience, we have brought together these proven templates into one complete package. This package will provide you with everything you need to plan, organize, track and complete your project successfully.

Poor project management is the leading cause for why projects fail to meet there intended objectives and why many of them come in over budget. We have provided you with the following templates to assist you with your specific project.

Note: All templates are produced in Microsoft Office 2003 (i.e. PowerPoint, Excel, Word, MS Projects). The demo version contains all the documents in a PDF format.

#	Template Name	Document Type	Description
1	Quik Biz - Project Plan Template	MS Projects	Example of an IT hardware and software implementation project plan.
2	Quik Biz - Project Charter Template	Word	Template for creating a project charter. The first step in starting any new project.
3	Quik Biz - Scope Change Request Form Template	Excel	Template for individuals to submit scope change requests into the management team.
4	Quik Biz - Scope Change Log Template	Excel	Log to track and manage all scope change requests.
5	Quik Biz - Phase Completion Executive Presentation-Example	PowerPoint	Template for presenting end of project phase deliverables to executive management.
6	Quik Biz - PM Quick Reference Guide	Word	A project methodology quick reference guide to be used by project management and the executive team.
7	Quik Biz - Test Script Inventory Template	Word	System and unit testing inventory list to track and monitor the status of all testing scripts utilized during the project.
8	Quik Biz - Test Script Template	Word	System and unit test script template. Form to track and monitor the testing s
9	Quik Biz - Expense Report Template	Excel	Expense report format to be used by all project team members.
10	Quik Biz - Weekly Time Sheet Template	Excel	Weekly time sheet format to be used by all project team members.
11	Quik Biz - Meeting Agenda Template	Word	Meeting agenda template to keep your meeting structured and on topic.

#	Template Name	Document Type	Description
12	Quik Biz - Meeting Sign-In Sheet Template	Word	Meeting sign-in sheet to keep track of participants attending meetings.
13	Quik Biz - Request for Proposal Template	Word	Request for proposal template to be used when looking for consulting resources for your project.
14	Quik Biz - Short Form Consulting Agreement	Word	Contract template to be used for when engaging consulting resources for your project.
15	Quik Biz - Purchase Order Template	Excel	Purchase order template that you can use to acquire resources for your project.
16	Quik Biz - Computer Use Policy Template	Word	Computer use policy template that project team members are required to sign. Policy outlines the appropriate use of company computer resources.

Purchase Full Version:

To purchase the full version of these templates, please visit our website (http://www.tps-of-il.com/software) or contact our customer service department (cust_service@tps-of-il.com).

We look forward to your business!