**Which ITS template do I use?**

<table>
<thead>
<tr>
<th>Small Project</th>
<th>Large Project (in ITS Project Inventory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• &lt;2 man months</td>
<td></td>
</tr>
<tr>
<td>• within department</td>
<td></td>
</tr>
<tr>
<td>• no capital funding</td>
<td></td>
</tr>
</tbody>
</table>

It's recommended that you complete:
- Project Charter
- Project Closeout

If you are involved in a project that meets the criteria for a Large Project, you must complete:
- Project Charter
- Project Closeout
- If requesting ITS NON-Infrastructure Capital funds, a Business Case is also required.

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**FILE NAMING TIPS**

Be consistent when you name files associated with a project. Use: `project name + description + date`

If storing in MyFiles, do not use underscores and spaces. Example: MyProject-KickoffAgenda-110101.doc

**EMAIL SUBJECT LINE**

Use a similar approach in email. On the subject line, use: `project name + subject`.

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**TRIPLE CONSTRAINT**

- SCOPE
- QUALITY
- TIME

`Change in one side must affect another side or sides.`

---

**Value of Project Management @ BC**

- Predictability in terms of scope, schedule cost
- Efficient use of time and resources
- Improved communication
- Better control and reporting
- Management of change
- Management of risk
- Clear accountability
- Application of industry best practices
- Establishment of consistent repeated process

**LEARN MORE:** [www.pmi.org](http://www.pmi.org)

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