



Project Management @ Nemours

JOB AID:

Mapping Project Management @ Nemours Templates & the PDD

Directions: Using the **Project Definition Document (PDD)** screens below as your guide, match the highlighted fields & letter with the corresponding Project Management @ Nemours template Detail Grid on the right. In the Detail Grid, match the PDD Field → Template Field to facilitate the copy & paste of template information into the PDD.

PDD: Slide Data Tab

Project Details **Slide Data** Project Demographics

B Project Description For Customer

C Business Project Manager

C Chair of Steering Committee

Reporting Manager

Schedule Resources

C Budget RAID

Milestones

D Progress Last Period

D Plans Next Period

C Issues & Risks

C Project Sign Off

E Evaluation

Debrief

A Project Charter

PDD Field	Template Field
Project Sponsor	Project Sponsor
Stakeholders	Stakeholders
Project Objectives	Objectives
Problem Statement	Problem Statement
Project Scope	Scope Statement
Team Impact	Organizational Impact

B Project Proposal

PDD Field	Template Field
Title	Project Title
Cost Benefit	Cost-Benefit Analysis
Project Description for Customer	Project Description

C Project Management Plan

PDD Field	Template Field
Business Project Manager	Human Resource Plan
Chair of Steering Committee	Human Resource Plan
Reporting Manager	Human Resource Plan
Budget	Budget Plan
Issues & Risks	Risk Plan

D Status Report

PDD Field	Template Field
Progress Last Period	Deliverables Completed Since Last Update
Plans Next Period	Deliverables Scheduled for Completion

E Project Sign Off

PDD Field	Template Field
Project Sign Off	Approval
	Project Acceptance

Detail Grids

Project Definition Document

Slide Preview

Help

Quick Report

Show Status History

Save

Submit

Project ID

Project Type ▼

Approval Level ▼

Status ▼

Project Sponsor ...

Stake holders ...

Team ▼

Title ...

Horizon Status ▼

Pending Code ▼

Completion Code ▼

Conditional Approval Requirements ...

Individual (Technical Lead) ▼

A

B

PDD: Project Details Tab

Project Details | Slide Data | Project Demographics

Expected Start Date ...

Expected End Date ...

Actual Start Date ...

Actual End Date ...

Problem Statement ...

Project Objectives (Value Statement) ...

Project Scope ...

Cost/Benefit ...

[Add Impact](#)
[Modify Selected](#)

Table has Not been Loaded

Team	Impact
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Refresh

Work Log

Reviewers Notes/Questions

Attachments

Attach Label	File Name	Max Size
Attachment ...		
Attachment ...		
Attachment ...		

Add Delete Display Save to Disk

A

B

A