

Use the "Engineering project management template" to manage an engineering project according to the described algorithm.

The table header contains several fields with the parameters of your project that you need to fill in.

| | | | |
|------------------------|--|----------------------|--|
| PROJECT MANAGER | | PROJECT TITLE | |
|------------------------|--|----------------------|--|

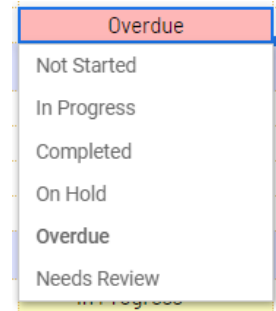
- "PROJECT MANAGER" - in this cell, enter the name of the project manager responsible for the final result.
- "PROJECT TITLE" - enter the title of your project/event in this cell.

Below is the project data table. It contains the following columns:

| STAGE | TASK | OWNER | INVOLVED PERFORMERS/ EXPERTS | GOES AFTER | DURATION | START DATE | END DATE | STATUS | OUTPUT/ LINK | RISKS |
|-------|------|-------|------------------------------|------------|----------|------------|----------|--------|--------------|-------|
|-------|------|-------|------------------------------|------------|----------|------------|----------|--------|--------------|-------|

- The "STAGE" column lists the stages of an engineering project;
- The "TASK" column presents a ready-made algorithm for the implementation of an engineering project - a list of detailed subtasks;
- In the "OWNER" column, it is necessary to indicate for each task the executor responsible for the successful completion of the task;
- In the "INVOLVED PERFORMERS/ EXPERTS" column, you should, if necessary, indicate specialists or specialized organizations involved in performing specific tasks of the project;
- In the "GOES AFTER" column, you can select the sequence number of the predecessor task from the drop-down list. If you choose a specific task as a previous one, the "START DATE" column of this task will automatically set the end date of the previous task (this task can only be started after the completion of the previous task);
- In the "DURATION" column, you must specify the duration of the task in days;
- The "START DATE" column contains a formula that checks for a connection with the predecessor task if such a connection is established in the "GOES AFTER" column. Otherwise, you can replace the formula and specify the start date of the task in the format **mm/dd/yyyy**;
- In the "END DATE" column, the end date of the task execution will be automatically calculated (task start date + duration);
- In the "STATUS" column, you can select the corresponding status value for each task from the drop-down list:
 - **Not Started** - if the task has not started yet (highlighted in pink);

- **In Process** - if the task is already running at the current moment (highlighted in yellow);
 - **Completed** - if the task has already been completed (highlighted in green);
 - **On Hold** - if the task is not currently running, including if the previous task is pending (highlighted in blue);
 - **Overdue** - if the task has not been completed, and the scheduled due date for the task has already passed (highlighted in red);
 - **Needs Review** - if the task requires revision/ verification/ approval (highlighted in orange).
- In the "OUTPUT / LINK" column, you must specify the product that should be obtained when performing this task, and also later indicate a link to the developed products;
 - In the "RISKS" column, you must indicate potential risks that may interfere with completing tasks.



An example of a completed table:

| STAGE | TASK | OWNER | INVOLVED PERFORMERS/ EXPERTS | GOES AFTER | DURATION | START DATE | END DATE | STATUS | OUTPUT/ LINK | RISKS |
|----------------------|---|-----------|------------------------------|------------|----------|------------|----------|---------------|--------------|--------|
| 1. Research | | | | | | | | | | |
| | 1.1. Study of existing applied literature | Developer | Expert | ▼ | 30 | 01/01/21 | 01/31/21 | Not Started ▼ | Output 1 | |
| | 1.2. Study of cases of problems and successes | Developer | Company | ▼ | 15 | 01/10/21 | 01/25/21 | Not Started ▼ | Output 2 | Risk 1 |
| | 1.3. Marketplace needs | Developer | Company | ▼ | 25 | 01/20/21 | 02/14/21 | In Progress ▼ | Output 3 | |
| 2. Conceptualization | | | | | | | | | | |
| | 2.1. Risk assessment | Developer | Expert | 1.3. ▼ | 10 | 02/15/21 | 02/25/21 | Completed ▼ | Output 4 | Risk 2 |
| | 2.2. Morphological analysis | Developer | | ▼ | 7 | 02/20/21 | 02/27/21 | ▼ | Output 5 | |
| | 2.3. Syntetics | Developer | Company | ▼ | 8 | 02/25/21 | 03/05/21 | On Hold ▼ | Output 6 | Risk 3 |
| | 2.4. Brainstorming | Developer | | ▼ | 25 | 02/15/21 | 03/12/21 | ▼ | Output 7 | |
| | 2.5. Concept evaluation | Developer | Expert | 2.4. ▼ | 10 | 03/13/21 | 03/23/21 | Overdue ▼ | Output 8 | |