Most Project Managers have old documents lying around, that they refer to when starting new projects. But it takes time to sift through it all to find what you need, only then to have to rewrite it all for your new project. That's where templates come in useful. So read on to learn...

The Value of Project Templates

We're often asked "Why are templates so valuable" so we thought we'd answer the question in this newsletter. There are 5 great reasons why managers and teams find templates so useful. Here they are:

They save you time

On every new project, you have to create new documents to plan, track and report on status. This takes time, especially when many of the documents you create are going to be a one-off. So to save time, use templates to create your documents quickly and easily.

If the templates you use have been well written, then they should be pre-formatted with all of the sections, tables, charts and forms you need. This way, you can avoid having to spend time formatting your documents and purely focus on completing the content. On average, most people save 25% of their time completing project documents, by using properly formatted templates.

They give you direction

In addition to saving you time, well written templates step you through the sections needed to write your document from start to finish. They tell you what you have to write, how and where. They give you direction, so it's crystal clear what has to be done to complete your document.

They make it easier

In short, a good quality template will make the task of creating a project document as easy as 1-2-3. You don't have to stress about what needs to go in your document, how to format it or how to write it up. The template will tell you what information needs to be entered, and it should include practical examples to help you along the way.

They boost your quality

It makes sense that if you use high quality templates, then you will generate high quality documents. High quality templates should be professionally designed, written by

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Project Templates Add Value

Download this kit of Project Templates to create high quality documents for your projects.

This kit includes more than 50 Project Templates which help you:

- ✔ Start up projects
- ✔ Plan projects
- ✔ Manage execution
- ✔ Monitor progress
- ✔ Control delivery

Here are some examples of the templates included in this kit and what they do to help you deliver projects easily:

Business Case
Helps you gain the funding needed to start your project, by stating the benefits and costs.

experts and aligned with worldwide standards.

They give you confidence

Have you ever been asked to write a document that you're unfamiliar with or have never written before? If so, then you can use a template to get the document layout, tables, charts and completion instructions at your finger tips. All you need to do is to fill-in the gaps. By using templates to complete new documents, you will gain a higher level of confidence in your work, helping you to excel in project management.

Method123 Project Templates save you time and effort creating documents for projects. They are exceptionally high quality and give you the confidence to help you deliver your projects successfully. Whether you're a novice or an expert, you'll find these templates valuable.

Buy the Project Management Kit from Method123.com today.

Feasibility Study
Use it to determine the feasibility of your project and the likelihood of success.

Project Charter
Defines the scope of the project and the objectives to be achieved.

Project Plan
Define the phases, activities and tasks that are required to complete the project.

Communications Plan
Helps you to identify the types of information that will be communicated during the project life cycle.

Buy this kit of Project Templates today.

Forward email