**Project Title:**

**Project Manager:**

**Monitoring and Controlling Template**

**Instructions:** Record the number of times that you had to monitor and control each knowledge area during the project, using the frequency key at the bottom of the table.

Write a detailed description about any occurrences that happened more than five times or were rated frequent (F) or excessive (E).

\*Write a summary paragraph describing the results of the monitoring and controlling of processes and outputs that you conducted during your project. **Place this summary immediately following the table.**

| **Project Management**  **Knowledge Area** | **Monitoring and Controlling** | | **Frequency** | **Detailed Description of (F) or (E) ratings** |
| --- | --- | --- | --- | --- |
|  | **Process** | **Outputs** |  |  |
| Integration Management |  |  |  |  |
| Scope Management |  |  |  |  |
| Time Management |  |  |  |  |
| Cost Management |  |  |  |  |
| Quality Management |  |  |  |  |
| Human Resource Management |  |  |  |  |
| Communication Management |  |  |  |  |
| Risk management |  |  |  |  |
| Procurement Management |  |  |  |  |
| **Frequency Key: N = Never, O = Occasional (1–4 times), F = Frequent (5–10 times), E = Excessive (more than 10 times)** | | | | |

**\*Summary describing the results of this process begins here…..**