

Attachment: Is it a project and why?

Number of methodological Tool	EUPANEXT_LO_084_M_001
Number of attachment	EUPANEXT_LO_084_M_001_Att1

For the following tasks or activities, please state whether they are projects or not by ticking the appropriate box

IS IT A PROJECT?	YES	NO
Filing the incoming/outgoing mail		
Selecting the most suitable filing system for your organisation		
Coordinate the traveling schedule and itineraries of your manager		
Assigning all trips of the organisation's staff to a travel agency and reviewing the process		
Developing a marketing plan for a new / existing service		
Organize a meeting. The invitations, all the arrangements & logistics, the discussion agenda etc.		
Preparing and submitting a tender		
Writing specification text for the procurement of specialized equipment		
Receiving and examining complaints and servicing customers		
Addressing a serious issue raised by a student		
Upgrading a software used by all employees		
Implementing a market research program		