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| **INFOrMATION POUR COMPTE RENDU** | **DATE :** | **[NOM DU responsAble DE PROJET]** |  |

## **THÈMES**

**OBJECTIFS DU PROJET**

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| ÉTAPE DU PROJET | OBJECTIF DU PROJET | TERMINÉE O/n |
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| POINTS DE DISCUSSION |  |
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**RÉALISATIONS ATTENDUES**

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| éTAPE DU PROJET | RÉALISATION ATTENDUE | TERMINÉE O/n |
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| POINTS DE DISCUSSION |  |
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**BUDGET DU PROJET**

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| PAR TÂCHE OU EMPLOYÉ | HEURES | CoÛt ($) | DÉPENSES ($) | COÛT total ($) | inférieur ou supérieur au budget? |
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| points de discussion |  |
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| **DU POINT DE VUE DU responsAble DE PROJET, QU’EST-CE QUI A BIEN FONCTIONNÉ ET POURQUOI?** |

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| POINTS DE Discussion |  |
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| SOLUTIONS POSSIBLES AUX PROBLÈMES |  |
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| **DU POINT DE VUE DU responsAble DE PROJET, QU’EST-CE QUI N’A PAS BIEN FONCTIONNÉ ET POURQUOI?** |

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| POINTS DE Discussion |  | |
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| SOLUTIONS POSSIBLES AUX PROBLÈMES |  | |
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| **DU POINT DE VUE DU responsAble DE PROJET, QUE PEUT-ON FAIRE DIFFÉREMMENT À L’AVENIR?** | |

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| POINTS DE Discussion |  |
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| SOLUTIONS POSSIBLES AUX PROBLÈMES |  |
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| **DU POINT DE VUE DU responsAble DE PROJET, FAUT-IL PRENDRE DES MESURES IMMÉDIATEMENT?** |

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| POINTS DE Discussion |  |
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| SOLUTIONS POSSIBLES AUX PROBLÈMES |  |
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