

PROJECT DOCUMENTATION TEMPLATE

PROJECT PHASE	DOCUMENT NAME	DOCUMENTATION DESCRIPTION	OWNER	VERSION	DATE COMPLETED
Pre-Initiation	Business Case	Details the business needs and other pertinent information to determine whether the project is worth the required investment or not.			
1.0 Initiation	Project Charter	Authorizes the project and enables resource allocation. The chartering process forms the key project members and formally kicks off the project.			
2.0 Planning	Project Management Plan	Helps define how the project will be carried out from start to finish.			
2.0 Planning	Project Schedule	Helps stakeholders to plan and track tasks, milestones and key dates within the project.			
2.0 Planning	Requirements Document	Defines particular requirements for a project or product that must be met in order to satisfy the business objectives.			
2.0 Planning	Milestone Timeline	A visual illustration of the schedule for major milestones and project deliverables.			
3.0 Monitor & Control	Project Register	Captures and tracks vital project information, making it easier to manage project elements throughout the duration of the project.			
3.0 Monitor & Control	Project Meeting Notes	Documents notes for all project meetings.			
3.0 Monitor & Control	Project Status Report	Communicates the overall health of the project to key team members and stakeholders.			
3.0 Monitor & Control	Project Change Request	Utilized by the Project Manager to request changes to the project scope, costs, schedule, milestones, etc.			
3.0 Monitor & Control	Project Test Document	Outlines the testing strategy, objectives, and resources necessary for testing, test estimation, and test deliverables.			
4.0 Closure	Lessons Learned	Identifies the lessons learned by team members and management on a project to help teams repeat desired outcomes and avoid unfavorable outcomes.			
4.0 Closure	Project Closure	The Project Closure document validates the project's completion.			