

Comments 3

# Project Documentation Template

Welcome to the template. Please take time to fill-in each step. It helps the whole team stay on top of things

**Project Title:** Website revamp  
**Date:** 2021-03-23  
**Project Manager(s):** Sydney  
**Key Project Team Members:** Jake, Ben & Arianna

## Phase 1: Initiation

**Project Proposal:** Summary of your project.  
**Project Charter:** Establish the project manager and key actions needed to bring your project to life.

## Phase 2: Planning

**Project Management Plan:** Overview of your project's different phases and milestones.  
**Project Schedule:** An initial timeline of when key project milestones will be reached.  
**Financial Plan:** A projected budget for the project.

## Phase 3: Execution

**Risk & Issues Log:** A log of risks and issues faced within the project.  
**Project Status Report:** Regular status updates from the project manager.  
**Project Communication Plan:** Regular communications with project stakeholders.

## Phase 4: Control

**Change Management:** Record project progress and the changes that come along the way.