

# 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.			

# Project Management Documentation Templates

**Robert K. Wysocki**



## **Project Management Documentation Templates:**

**A Project Manager's Book of Templates** Cynthia Snyder Dionisio, 2022-12-08 A PROJECT MANAGER'S BOOK OF TEMPLATES A helpful compendium of ready made templates for managing every project in alignment with the latest PMBOK Guide 7th ed Project Management is a growing discipline that has seen considerable recent development Project managers are now expected to deploy predictive and adaptive methods and to draw upon a considerable base of knowledge in developing and formalizing project plans The Project Management Institute PMI publishes the authoritative Project Management Body of Knowledge PMBOK Guide which contains the global standard for the Project Management profession A Project Manager's Book of Templates is a vital companion to the PMBOK Guide providing a comprehensive set of templates and reports that helps project managers translate the content of the Guide into practical applications It promises to be an indispensable resource for professionals in this fast moving field A Project Manager's Book of Templates readers will also find Templates covering all types of work such as starting planning project documents logs and registers and reports and audits Templates representing all updated features of the PMBOK Guide including hybrid adaptive and iterative practices including Agile Easy readable structure that moves project managers through the different types of work that is performed in project A Project Manager's Book of Templates is an essential companion for those preparing for the PMP Certification Exam as well as practitioners and consultants to a range of global industries [Project Management Tools and Techniques](#) Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them give [Project Management Methodologies](#) Jason Charvat, 2003-02-07 Explore this comprehensive survey of the tools tips techniques and tactics that project managers need to successfully complete their projects Seasoned project management consultant Jay Charvat presents a detailed description of each methodology currently available weighs the advantages and disadvantages of each and provides a plan for implementation He includes expert advice on putting the methodologies to use in both individual projects and across the organization and provides detailed guidance on maintenance and support Buy it today *Project Management: Tools and Techniques* Cybellium, [Effective Project Management](#) Robert K. Wysocki, 2011-09-26 Expert guidance on ensuring project success the latest edition Many projects fail to deliver on time and within budget and often poor project management is to blame If you're a project manager the newest edition of this expert and top selling book will help you avoid the pitfalls and manage projects successfully Covering the major project management techniques including Traditional Linear and Incremental Agile Iterative and Adaptive and Extreme this book lays out a comprehensive overview of all of the best of breed project management approaches and tools today You'll learn how to use these approaches effectively to achieve better outcomes Fresh topics in

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**Lessons in Project Management** Jeffrey Mochal, 2013-11-09 Most of the project management books on the market are basically textbooks They are dry to begin with and don t focus on the practical advice that most people need to run their projects Lessons in Project Management does not assume you are a project manager building a nuclear reactor or sending a man to the moon Instead it focuses on the millions of people who manage normal medium to large projects on an ongoing basis Each case study in Lessons in Project Management contains accessible easy to read case studies in real world project management challenges Each presentation of the problem is followed by an examination of the solution written in easy to understand language The format allows you to relate better to the book since it brings into play a project scenario with practical project management lessons to be learned You ll also recognize recurring characters that appear in multiple stories and you ll start to develop some empathy and interest for their struggle

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**Management Documentation** John Rakos,Karen Dhanraj,Scott Kennedy,Laverne Fleck,Steve Jackson,James Harris,2015-03-17 Project Management The one stop resource for project management documentation and templates for all projects The success of any project is crucially dependent on the documents produced for it The Practical Guide to Project Management Documentation provides a complete and reliable source of explanations and examples for every possible project related document from the proposal business case and project plan to the status report and final post project review The Practical Guide to Project Management Documentation is packed with material that slashes the time and effort expended on producing new documents from scratch Following the processes in the Project Management Institute s PMBOK Guide this one stop full service book also offers tips and techniques for working with documents in each project process Documentation for several project client scenarios is addressed including internal and externally contracted projects A single project the construction of a water theme park is used as the case study for all the document examples An included CD ROM provides all the documents from the book as Microsoft Word r files Readers can use these as a framework to develop their own project documents The Practical Guide to Project Management Documentation is an unmatched reference for the numerous documents essential to project managers in all industries PMBOK is a registered mark of the Project Management Institute Inc

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success stories in library project management and describes available software The book includes many examples of project management Instructors considering this book for use in a course may request an examination copy here **What They Don't Teach You in Project Management School** JOSEPH DOLPHIN,2017-03-10 What they don't teach you in Project Management School builds on the existing book of knowledge on project governance and management The book brings the author's tacit knowledge and his knowledge rooted in context to bear on this subject The book provides deep insights and shares experience on how projects are delivered in the real world Emphasis is on the mathematics of project management There are several topics that are not taught in project management schools metrics managing onshore offshore delivery managing staffing pyramid managing cash flow in projects comprehensive project governance plan and also comprehensive coverage of tools and templates like MS Project Professional Requirement Traceability Matrix and EVA **What They Still Don't Teach You In Project Management School Part 1** Joseph Dolphin,2025-03-15 In this book Part One of the twopart series the author dives deep into the aspects of project management that schools don't teach earned value analysis work package strategy onshoreoffshore delivery models staffing pyramids and the critical distinction between solutiontosell and solutiontodeliver This essential guide provides the tools and insights to bridge the gap between theory and realworld execution making it a mustread for project managers consultants and business leaders [OECD Public Governance Reviews: Estonia and Finland Fostering Strategic Capacity across Governments and Digital Services across Borders](#) OECD,2015-03-19 This publication examines public governance arrangements in Finland and Estonia in two key areas whole of government strategy steering and digital governance [Perspectives in Business Informatics Research](#) Peter Forbrig,Horst Günther,2010-09-21 The conference series BIR Business Informatics Research was established 10 years ago in Rostock as an initiative of researchers from Swedish and German universities The objective was to create a global forum where researchers in business informatics seniors as well as juniors could meet collaborate and change ideas Over the years BIR has matured into a series of international conferences typically organized in the Baltic Sea region including Norway and Iceland A steering committee ensures the high quality of the BIR proceedings We are very proud that this year an international and very well known editor has agreed to publish selected papers of the conference The interest in the conference in terms of submissions and participation has steadily increased over the years This year we received 53 contributions among which 14 submissions were accepted as long papers and 4 as short papers A few additional contributions were invited for presentation at the conference The selection was carefully carried out by an International Program Committee The result is a set of interesting and stimulating papers that address important issues such as knowledge management ontologies models workflow specifications databases and OLAP The conference was opened by an invited technical talk by Dr Klaus Brunnstein from The University of Hamburg who discussed the topic The Information Society on the Way to Web 3.0 Perspectives Opportunities and Risks which is challenging for all of us **The Fundamentals of Project**

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**Advanced Project Management** Harold Kerzner,2003-12-01 ADVANCED PROJECT MANAGEMENT AUTHORITATIVE STRATEGIES FOR IMPLEMENTING PROJECT MANAGEMENT Senior managers at world class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them lead their companies to excellence in project management in less than six years Following the Project Management Institute s Body of Knowledge PMBOK industry leaders address Project risk management Project portfolio management The Project Office Project management multinational cultures Integrated project teams and virtual project teams

[Project Management Internship](#) Manish Soni,2024-11-13 Welcome to Project Management Internship Book In today s fast paced ever changing business environment the ability to manage projects effectively has emerged as a critical competency sought after across a myriad of sectors roles and geographical boundaries As the globalization of commerce intensifies and technologies continue to evolve at a breakneck speed project

management has transformed from a specialized skill to a universal language of getting things done. It's against this backdrop that this book aims to offer an extensive and comprehensive exploration into the wide-reaching discipline of project management. In it, you'll find a curated amalgamation of methodologies ranging from the structured rigidity of traditional frameworks like Waterfall and PRINCE2 to the fluid adaptability of modern approaches such as Agile Scrum and Lean. Whether you are a veteran project manager with years of successful projects under your belt or a fledgling newcomer still navigating the intricate terminologies and methodologies, this book promises to serve as an invaluable resource. Designed to meet the needs of a broad audience, the book delves deep into various aspects of planning, executing, monitoring, and closing projects. It seeks to offer something for everyone, be it fine-tuning the soft skills that are often the make-or-break factors in a project's success or understanding the quantitative techniques for risk assessment and mitigation. Illustrated with case studies drawn from various industries and interviews with seasoned professionals, this guide offers real-world insights and practical examples that enrich the theory, adding an extra layer of understanding that can only be gained from hands-on experience.

[The Advanced Project Management Office](#) Parviz F. Rad, Ginger Levin, 2002-04-29 The Project Management Office (PMO) is a rapidly emerging concept in project management that has evolved in terms of its application, sophistication, and proven results. Most literature on the subject focuses on a specific facet or purpose of PMO. [The Advanced Project Management Office: A Comprehensive Look at Function and Implementation](#) provides a [Oracle 11i - The Complete Reference](#) Rashami Anandi, 2009

**Mastering Project Time Management, Cost Control, and Quality Management** Randal Wilson, 2015-04-23 Mastering Project Time Management, Cost Control, and Quality Management gives managers powerful insights and tools for addressing the Triple Constraints that define virtually every project: time, cost, and quality. This book is part of a new series of seven cutting-edge project management guides for both working practitioners and students. Like all books in this series, it offers deep practical insight into the successful design, management, and control of complex modern projects. Using real case studies and proven applications, expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome. Individually, these books focus on realistic, actionable solutions, not theory. Together, they provide comprehensive guidance for working project managers at all levels, including highly complex enterprise environments. These books also provide indispensable knowledge for anyone pursuing PMI PMBOK or PRINCE2 certification or other accreditation in the field.



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