IT PROJECT DOCUMENTATION

PROJECT NAME

PROJECT MANAGER

REQUIRED DOCUMENTATION	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
PRE-INITIATION								
Concept Proposal								
INITIATION								
Project Charter								
Project Scope Statement								
Feasibility Study								

REQUIRED DOCUMENTATION	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
PLANNING								
Project Management Plan								
Test Plan								
Contract Suppliers								
Project Organization Chart								
Work Breakdown Structure								
EXECUTION								
System Requirements Document (SRD)								
Project Dashboard								
Monthly Project Schedule								
Status Reports								
Production Transition								

REQUIRED DOCUMENTATION	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
MONITORING AND CONTROL								
Risk Management								
Change Management								
Communications Management								
Cost Management								
Punch Lists								
CLOSURE								
Final Inspection Reports								
Post-Mortem								
Project Closure Reports								

REQUIRED DOCUMENTATION	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
ONGOING								
Communication Records – phone, email, memos, letters								
Transmittals								
Other								

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.