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:
Date:
Project Manager(s):
Key Project Team Members:

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

Project Management Document Examples

SJ Ball

Project Management Document Examples:

   The Complete Project Management Office Handbook Gerard M. Hill,2004-08-02 Today s project managers find themselves in the dual roles of technical expert and business leader As project management has evolved the need has emerged for an organizational entity to manage complexities and ensure alignment with business interests A project management office PMO coordinates technical and business facets of project management and achieves the goals of oversight control and support within the project management environment The Complete Project Management Office Handbook identifies the PMO as the essential business integrator of the people processes and tools that manage or influence project performance This book details how the PMO applies professional project management practices and successfully integrates business interests with project goals regardless of whether the scope of the PMO is limited to managing specific projects or expanded to the level of a full business unit People at all levels of the project and business spectrum will benefit from this volume The Handbook focuses on how to establish PMO functionality to meet the requirements of project stakeholders It presents 20 pertinent PMO function models providing guidance for developing PMO operating capability that is applicable to any organization It also presents these functions relative to five stages of progressive PMO development along a competency continuum demonstrating potential PMO growth from simple project control up through its alignment within a strategic business framework   **Introduction to IT Project Management** Cynthia Snyder,Cynthia Snyder PMP,Frank Parth,Frank Parth PMP,2006-10 Introduction to IT Project Management provides IT project managers the practical tools needed to maintain daily operations while managing multiple projects This valuable reference helps IT project managers CIOs and project sponsors understand the IT project environment so that projects can be managed much more efficiently and successfully An instructor s guide is available   **The Project Management Answer Book** Jeff Furman PMP,2014-12 If it s essential to project management it s in here The first edition of The Project Management Answer Book addressed all the key principles of project management that every project manager needs to know With a new chapter on scrum agile updates throughout and many new PMP test tips this new edition builds on that solid foundation The structure of this update maps closely to the PMBOK Guide Fifth Edition and is designed to assist anyone studying for the PMP and other certification exams Helpful sections cover Networking and social media tips for PMs including the best professional organizations virtual groups and podcast resources The formulas PMs need to know plus a template to help certification candidates prepare and self test for their exams Quick study sheet for the processes covered on the PMP exam Key changes in PMBOK Guide Fifth Edition for readers familiar with earlier versions who want the skinny on the new version PMs at every level will find real gold in the information nuggets provided in this new edition Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable and will like the easy to read style and Q A format For experienced managers looking for new tools and skills to help them pass their PMP or other certification exams

this is a must have resource *Practical Project Management for Agile Nonprofits* Karen R.J. White,2013-06-24 Practical Project Management for Agile Nonprofits introduces nonprofit managers to the basic concepts of project management and provides dozens of templates to help you quickly implement practices to effectively manage your limited resources financial and volunteer The book emphasizes using appropriate project management practices those that are not burdensome but rather agile in their approach In keeping with this theme the book explores how you can use social media to assist in the management of time sensitive projects You will learn how to apply just enough project management to Be an active leader and a superior project manager Respond with agility to change and the unexpected Focus efforts on what truly matters Recruit and engage a new generation of volunteers Build a framework that ensures project success Keep all stakeholders involved with the project satisfied The book also addresses nonprofit governance and shows you how project portfolio management can be used to assist in communicating with boards of directors and other governing entities when crucial resource decisions need to be made Finally real world case studies on project planning portfolio management and volunteer managed projects will show you how others have achieved project **Project Management Communications Bible** William Dow,Bruce Taylor,2010-06-11 The authoritative reference on one of the most important aspects of managing projects project communications With shorter production cycles and the demand for projects being faster cheaper and better the need for project communications tools has increased Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications and planning The featured charts graphs and tables are all ready for immediate use Note CD ROM DVD and other supplementary materials are not included as part of eBook file **A Project Sponsor's Warp-Speed Guide** Yogi Schulz,Jocelyn Lapointe,2023-09-26 Are you new to the project sponsor role or want to improve This book s practical guidance will help you successfully fulfill your role We understand you are time challenged This book is short direct and focuses on the most common project issues The book s guidance is helpful for projects of all sizes and across all sectors Completing the warp speed project assessment will assess your project s risks and better understand the topics that need more attention With our practical actions you can champion the project for success *PRINCE2 Study Guide* David Hinde,2018-07-11 Everything you need to pass the PRINCE2 with flying colors The PRINCE2 Study Guide Second Edition offers comprehensive preparation for the latest PRINCE2 exam Covering 100 percent of the exam objectives this guide provides invaluable guidance that will help you master both the material and its applications indeed a practice centered approach helps you learn by doing to help you internalize PRINCE2 concepts on a deeper level Although the exam is heavily focused on detailed business process this guide s accessible writing and real world approach make learning fun Each chapter poses a common project challenge and walks you through the solution based on essential PRINCE2 principles A year of FREE access to electronic study aids allows you to study anywhere at any time and expert instruction throughout breaks complex topics down into easily digestible concepts

The PRINCE2 exam is challenging but thorough preparation is your best defense Conceptual knowledge is important but it isn t enough knowledge is only useful if you can apply it This book is designed as your personal PRINCE2 coach Master 100 percent of the PRINCE2 exam objectives Apply your knowledge to real world workplace scenarios Test your understanding with challenging review questions Access sample questions electronic flashcards and other study aids PRINCE2 is globally recognized as one of the premier project management credentials while less expansive than the PMP the PRINCE2 is more intense and tightly focused on detailed business processes Companies around the world are in need of qualified project management professionals to optimize processes and boost organizational performance and the PRINCE2 certification puts you on the map as a validated professional If you re ready to take on your next challenge the PRINCE2 Study Guide Second Edition is your ultimate companion for complete preparation   Project Management JumpStart Kim Heldman,2018-10-16 An informative introduction for those considering a career in project management Project Management JumpStart offers a clear practical introduction to the complex world of project management with an entertaining approach based on real world application Fully revised to align with a Guide to the Project Management Body of Knowledge PMBOK Guide 6th edition this book provides an overview of the field followed by an exploration of current best practices The practical focus facilitates retention by directly linking critical concepts to your everyday work while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project credentials Project management is a top five in demand skill in today s workplace and the demand has spread far beyond IT to encompass nearly every industry any organization that produces goods or services whether for profit or not has a vested interest in ensuring that projects are completed on time on budget and to the satisfaction of the client this is the heart of the project management function Let Kim Heldman bestselling author of PMP Study Guide and CompTIA Project Study Guide walk you through the basic principles and practices to help you build a strong foundation for further training Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around the world each year and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation If you re considering a career in project management Project Management JumpStart provides an excellent introduction to the field and clear direction for your next steps   **The Practical Guide to Project 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 **Fundamentals of Technology Project Management** Colleen Garton,Erika McCulloch,2004 Successful project management is increasingly vital to all organizations driven by the demands of global competition rapid technological growth and faster time to market just to name a few For those in technology fields project management skills are fast becoming a required core competency And those who have mastered these skills continue to be in high demand worldwide commanding higher salaries than those around them But how does one extend those skills or acquire them in the first place Fundamentals of Technology Project Management is a great place to start Of the hundreds of project management books on the market precious few address the unique needs of the IT project manager Unlike most other project management books Fundamentals of Technology Project Management tackles the specific issues that technology professionals must face such as understanding technology resources managing project scope and feature creep and meeting client expectations among many others Whether you re a college student a software engineer or an IT professional Fundamentals of Technology Project Management will help you gain a comprehensive understanding of the project management life cycle and learn how to manage it from first steps on through to intermediate topics as well as some advanced ones Author Colleen Garton explains in easy to understand language not only the what but the how of IT projects What s more unlike general project management books the examples and case studies in this book are all based on technology projects making them far more relevant to the learner Also included is a content rich CD ROM loaded with features to make the life of any IT project manager or the IT professional with project management responsibilities far easier There are document templates you can use for all phases of the project from the initial RFP to closing reports Plus the author steps you through meeting agendas status reports cost analysis technical specifications and more In addition to the document templates you re provided with PowerPoint slides that can be modified and used for reporting progress to users and management The continuing rise in importance of project management cannot be denied Let this book be your guide to becoming a more effective more efficient IT project manager With Fundamentals of Technology Project Management you will Discover the top ten reasons projects fail Master the five keys to project success Explore the six phases of the project lifecycle step by step Review the documents necessary for good

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Guidelines, and Examples on System and Software Requirements Engineering Merlin Dorfman,Richard H. Thayer,1990

McGraw-Hill Education PMP Project Management Professional Exam Henrique Moura,2014-08-08 Publisher s Note Products purchased from Third Party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitlements included with the product We want to help you succeed on the PROJECT MANAGEMENT PROFESSIONAL EXAM McGraw Hill Project Management Professional Exam helps you prepare for this important test and earn the certification that will advance your career Written by a project management expert and trainer this book provides you with the intensive review and practice that will help you achieve the results you want Covering all essential processes this book shows you how project management theory works in practice Inside you will find extensive review exercises hundreds of practice questions a complete practice exam and experience based tips to maximize your score You ll be able to sharpen your skills and boost your confidence and do your very best on test day Features One complete sample PMP exam 300 additional test like practice questions Dozens of review exercises covering all project management knowledge areas Clear explanations for all exercises and practice questions Practical examples that show project management processes in the everyday workplace **Tutorial--software Engineering Project Management** Richard H. Thayer,1988 Reprints and five new papers present a top down view of the subject Covers software engineering and SE project management planning organizing staffing directing and controlling a SE project No index Annotation copyright Book News Inc Portland Or

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