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9 Essential Project Documents 1. Project Business Case. This document provides justification for the project. It is the kick-off document that explains why the project is taking place, and the goals, objectives, and outcomes being sought. The business case can be a simple email from a client or a 50-page word document that has input from 10 project stakeholders.

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What documents do I need to prepare for my new project? Your work becomes much easier that way. Why it is smart to

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start with the documents. When you focus on the documents that need to be created, you have a step-by-step process for setting up a project. Setting up a project becomes like painting by numbers.

~~Project documents: 11 documents you absolutely need~~

An important clarification in the PMBOK is the distinction between the project management plan and the various project documents the project manager may utilize in helping manage the project. An example of this is that previously a change log may have been mistakenly grouped into a project management plan.

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## Does

The second project planning document that is important in the Planning phase is the project schedule. Frankly, most people say ' project plan ' when they mean ' project schedule ' . The project schedule sets out all the tasks, who is going to do them and when they are going to be done.

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A Project Management Plan explains how to manage the project. Depending on the size of the project, the Project Management Plan can serve as the main planning document for the project (smaller projects), or it can serve as a parent plan with a series of subordinate plans (larger projects).

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## ~~Project Management Plan Document and Template – PM Documents~~

Describe the Major Phases of the Project The plan needs to include all parts of the project, which are as follows.

Conception and Initiation: This is a reiteration of the business case, where you described the idea behind the project and how it benefits the organization.

## ~~Sample Project Plan For Your Next Project~~

After signing and approving the Project Proposal a business starts drafting the following documents: a project charter, project plan, contract, etc. Despite the fact that many different formats are available, roughly 80-90% of all Project

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Proposals follow a similar template. They mostly all have the same structure which contains a few key points.

~~Project proposal example, template and samples | Proposal~~

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Different Types of Design Document. You can also check out these Requirements Document Samples as well as these Sample Tender Documents that can be useful as well as it can be helpful with regards to the subject matter. Aside from that, you might also want to check out the different types of design documents together with its definition as well as its explanation so that you can be able to see ...

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A project milestone is a significant event in the project which may signify the acceptance or verification of completion of a project phase, task, decision, or deliverable. It is important to note that milestones are not work activities but rather significant events during the project which usually have a duration of zero.

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Project Documentation template gives the details about the project in work using the necessary documents involved in it. The documents can help to make the project more effective as they contain various information such as objectives, criteria, expected outcome etc.

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The PID is probably the most important document in the PRINCE2 system. It provides the project planning. It includes the project stage breakdown, schedule, budget, quality criteria, and any other item required to carry out the project. The PID is a living document that is updated regularly and always provides a snapshot of the project plan.

~~The 26 Project Documents of PRINCE2~~

A project scope document—sometimes called a scope of work (SOW)—is a critical piece of project paperwork that gets teams and stakeholders aligned on the boundaries of a project before it even begins. A well-crafted scope document can save you from major headaches by defining

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the following project elements:

~~How to Write a Solid Project Scope Document | TeamGantt~~

The project assessment review is a flexible assurance review. It ' s a bespoke approach to reviews that the Infrastructure and Projects Authority ( IPA ) uses to meet the specific assurance needs ...

~~Project assessment review guidance and templates - GOV.UK~~

A Project Initiation Document is a guide to a project, clearly laying out the justification for a project, what its objectives will be, and how the project will be organized. This helps ensure that everyone knows what's going on right from the

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outset.

~~Project Initiation Documents – Project Management from ...~~  
Project closure document template; This template kit has all the essential documents you need to manage your project from start to finish. Straightforward advice in the templates along with sample text so you know how to fill them out; Tried-and-tested by real managers; Microsoft Word/Excel files for full compatibility

~~Essential Project Documents Bundle – GirlsGuideToPM –~~  
A Project Brief is that essential document, which defines the primary client's requirements for the project. Typically, any project starts with this document. An executor sends the

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brief to the customer, who should concretize the project. Based on the data provided, you initiate the project realization run-up or further discussion on the details.

~~Project brief example, template and samples | Brief-Toolkit~~  
Sample Project Management Plan (PMP) Introduction to Project Management Plan This introduction provides a high level overview of the project and what is included in this Project Management Plan. This should include a high level description of the project and describe the projects deliverable and benefits.

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