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# 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:** *Project Overview*  
**Date:** *2023-09-01*  
**Project Manager(s):** *John Doe*  
**Key Project Team Members:** *John, Sam & Amanda*

## 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 found 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.*

# Sample Project Documents

**Jiyuan Zhang**



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