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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 Management Document

M Mark



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