

Project Documentation Requirements

Complexity Rating	Documentation Required	
High	Project Proposal Complexity Questionnaire Preliminary Risk Analysis Project Charter Work Breakdown Structure Project Schedule Resource Plan Budget Plan Project Performance Plan Procurement Plan Risk Management Plan	Communications Plan Change Management Plan Quality Management Plan Status Report (frequency determined by project) Meeting Agendas & Minutes Procurement Documents & Log Change Control Log Issue Log User Acceptance Lessons Learned Closeout Report
Medium	Project Proposal Complexity Questionnaire Preliminary Risk Analysis Project Charter Project Schedule Resource Plan Budget Plan Procurement Plan Risk Management Plan Communications Plan	Change Management Plan Quality Management Plan Status Report (frequency determined by project) Meeting Agendas & Minutes Procurement Documents & Log (if required) Change Control Log Issue Log User Test/Acceptance Notice Lessons Learned Closeout Report
Basic or Low	Project Proposal Complexity Questionnaire Preliminary Risk Analysis Project Charter Project Schedule Resource Plan Budget Plan Status Report (frequency determined by project) Meeting Agendas & Minutes Issue Log Change Control Log User Test/Acceptance Notice Lessons Learned Closeout Report	

Note: Project Documentation Requirements may increase based upon the requirements of a particular project and the experience of the project manager and/or staff.