

2.1.4 Organizational Process Assets

Organizational process assets are the plans, processes, policies, procedures, and knowledge bases specific to and used by the performing organization. They include any artifact, practice, or knowledge from any or all of the organizations involved in the project that can be used to perform or govern the project. These process assets include formal and informal plans, processes, policies, procedures, and knowledge bases, specific to and used by the performing organization. The process assets also include the organization's knowledge bases such as lessons learned and historical information. Organizational process assets may include completed schedules, risk data, and earned value data. Organizational process assets are inputs to most planning processes. Throughout the project, the project team members may update and add to the organizational process assets as necessary. Organizational process assets may be grouped into two categories: (1) processes and procedures, and (2) corporate knowledge base.

2.1.4.1 Processes and Procedures

The organization's processes and procedures for conducting project work include, but are not limited to:

- *Initiating and Planning:*
 - Guidelines and criteria for tailoring the organization's set of standard processes and procedures to satisfy the specific needs of the project;
 - Specific organizational standards such as policies (e.g., human resources policies, health and safety policies, ethics policies, and project management policies), product and project life cycles, and quality policies and procedures (e.g., process audits, improvement targets, checklists, and standardized process definitions for use in the organization); and
 - Templates (e.g., risk register, work breakdown structure, project schedule network diagram, and contract templates).
- *Executing, Monitoring and Controlling:*
 - Change control procedures, including the steps by which performing organization standards, policies, plans, and procedures or any project documents will be modified, and how any changes will be approved and validated;
 - Financial controls procedures (e.g., time reporting, required expenditure and disbursement reviews, accounting codes, and standard contract provisions);
 - Issue and defect management procedures defining issue and defect controls, issue and defect identification and resolution, and action item tracking;