**Archiving of All Project Artifacts and Documentation**

**Project:** ATelco – Odoo ERP & OSS/BSS Integration  
**Phase:** Project Closure  
**Date of Completion:** June 2025  
**Prepared by:** PMO Lead – ATelco Digital Transformation Office

**Objective**

To ensure that all key documents, assets, code, and knowledge generated during the project are preserved securely, structured for easy retrieval, and compliant with ATelco’s internal policy and industry regulations.

**Archive Structure**

**Location:**

* Primary: ATelco Secure Document Repository (SharePoint/Confluence)
* Backup: Encrypted Cloud Archive on AWS S3 (with IAM access control)
* Git Repository: Technical assets, Terraform, CI/CD YAMLs, and source code on GitHub Enterprise (Private repo)

**Categories of Archived Documents**

| **Category** | **Examples of Artifacts** |
| --- | --- |
| 1. Project Initiation Documents | Business Case, Feasibility Study, Charter, Stakeholder Register |
| 2. Planning Documents | Project Plan, WBS, Budget, Risk Register, Communication Plan |
| 3. Design & Architecture | Solution Architecture Diagrams, Integration Design Specs, API Docs |
| 4. Development & Config Files | Terraform Files, Dockerfiles, CI/CD Pipelines, Data Models, Configuration Snapshots |
| 5. Testing & QA | Test Cases, Test Results, QA Audit Reports |
| 6. Deployment Documents | Rollout Guides, Ansible Playbooks, Migration Scripts |
| 7. Operational Handover | SOPs, Maintenance Plans, Admin Manuals |
| 8. Training & KT | Training Schedules, Completion Logs, KT Recordings, User Manuals |
| 9. Compliance & Governance | Security Assessments, Regulatory Audit Reports, GDPR/ISO Checklists |
| 10. Closure & Performance Reports | KPI Dashboards, EVM Reports, Lessons Learned, Final Acceptance & Financial Closure |

**Access & Retention Policy**

| **Policy Element** | **Details** |
| --- | --- |
| Retention Period | Minimum 7 Years (in line with industry standards & ATelco's internal policy) |
| Access Control | Role-Based Access via IAM / AD Integration (PMO, Audit, Executive Only) |
| Backup Frequency | Weekly full backup + real-time versioning for critical documents |
| Data Format Standards | PDF/A for final reports, DOCX/CSV for working files, JSON/YAML for code and configs |
| Deletion Policy | Documents cannot be deleted without formal written approval from the Data Custodian |

**Compliance and Security**

* Encryption-at-Rest & in-Transit (AES-256)
* Audit Trail for access, edits, and downloads
* Adheres to: ISO 27001, GDPR, Kenya Data Protection Act, Telecom Licensing Requirements

**Sign-Off and Ownership**

| **Department** | **Owner** | **Approval Status** |
| --- | --- | --- |
| Project Management | PMO Lead | ✔️ Approved |
| IT Security | CISO | ✔️ Approved |
| Regulatory Compliance | Legal Officer | ✔️ Approved |
| Operations | Service Delivery Lead | ✔️ Approved |