

## Description of Project Documents and Processes Created

Project Document	Project Document Description	Process Were Created
1. Activity attributes	Detailed information about each individual activity	Define activities
2. Activity list	List of all the activities on the project.	Define activities
3. Assumption log	List of all project assumptions and constraints.	Develop project charter
4. Basis of estimates	Describes how schedule, cost, and resource estimates were developed. Also includes their confidence level and ranges.	Estimate activity duration, estimate costs, estimate activity resources
5. Change log	Lists and describes the status of the change requests that is being processed or have been processed through the perform integrated change control process	Perform integrated change control
6. Cost estimates	Cost of each individual activity	Estimate costs
7. Cost forecasts	A prediction of how much the project will cost when it completes based on the current work.	Control costs
8. Duration estimates	Amount of time needed to complete each activity on the project.	Estimate activity durations
9. Issue log	List of all issues on the project. Could include history type, description, priority, status, and resolution	Direct and manage project work
10. Lessons learned register	List of all lessons learned throughout the project	Manage project knowledge
11. Milestone list	Description of milestones on a project.	Define activities
12. Physical resource assignments	Assignments of the physical resources to the activities or work packages	Acquire resources
13. Project calendars	A calendar view of what takes place on a day-to-day basis on the project.	Develop schedule
14. Project communications	Communicate in on the project by following the communications management plan	Manage communications
15. Project schedule	A detailed breakdown of the work that needs to be done in order to complete the project. Will include a bar chart, milestone chart, and the project schedule network diagram.	Develop schedule
16. Project schedule network diagram	A sequencing diagram that shows the relationships amongst the activities and the sequence they will be performed. But also show the critical path.	Sequence activities
17. Project scope statement	A detailed description of the project or phase deliverables	Define scope
18. Project team assignments	Assignment of the project team members to the work packages or activities	Acquire resources
19. Quality control measurements	Results of the activities done in the “control quality” processes to determine if the quality standards or policies were met.	Control quality

20. Quality metrics	An attribute that will be used to measure the project or to deliverable to verify that it has met the quality requirements and/or standards	Plan quality management
21. Quality report	A report which generally includes information about quality issues on the project and recommendations on how to improve the processes on the project	Manage quality
22. Requirements documentation	Description of all requirements from project stakeholders	Collect requirements
23. Requirements traceability matrix	A table that traces the origin of the requirements.	Collect requirements
24. Resource breakdown structure	Categorization and type of the project resources.	Estimate activity resources
25. Resource calendars	Shows the availability of resources on the project both physical and HR.	Acquire resources
26. Resource requirements	Description of the number and type of resources needed to complete each work package or activity.	Estimate activity resources
27. Risk register	A list of all positive and negative risks on a project, along with responses.	Identify risks
28. Risk report	A description of the overall project risks.	Identify risks
29. Schedule data	The information that is used to create the schedule such as who made it, assumptions, and constraints.	Develop schedule
30. Schedule forecasts	A prediction of when the project may be completed based on the current progress of the work.	Control schedule
31. Stakeholder register	A list of all stakeholders, which can include categorization, impact, and communication requirements	Identify stakeholders
32. Team charter	Guidelines team should follow on a project. Includes values, decision-making process, acceptable behavior, code of conduct, and etiquette.	Plan resource management
33. Test and evaluation documents	Used to help evaluate the project deliverables when completed.	Manage quality