# DAU Planning Artifact Execution & Trigger Guide – v1.0

This checklist supports Document 00 – Project Plan Creation SOP. It provides an exhaustive, dependency-driven list of feeder documents, outputs, and final artifacts required to create the Project Management Plan (PMP). All artifacts are tracked individually for training purposes, with roll-up relationships indicated by number.letter notation. **[Checkpoint: QA/QC all inputs before Plan creation per SOP]**

## Phase 1 – Foundational Setup

1. Business Case (v1.0)

2. Assumptions Log (v1.0)

3. Project Charter (v1.0)

4. Stakeholder Register (v1.0)

5. Benefits Management Plan (v1.0)

6. PAL Governance – TTU Edition (v1.0)

7. Requirements Management Plan (v1.0)

7.a. Requirements Traceability Matrix (RTM) (v1.0)

## Phase 2 – Planning Core

8. Configuration Management Plan (v1.0)

9. Scope Management Plan (v1.0)

📌 \*Note: Initial risk identification should begin early in the planning phase, ideally before WBS finalization. Risk management is iterative and should be revisited as new scope and schedule details emerge.\*

10. Work Breakdown Structure (WBS) Dictionary (v1.0)

11. Scope Statement (v1.0)

12. Milestone List (v1.0)

13. Schedule Management Plan (v1.0)

13.a. Schedule Baseline (v1.0)

14. Cost Management Plan (v1.0)

14.a. Cost Estimates (v1.0)

14.b. Cost Baseline (v1.0)

15. Resource Management Plan (v1.0)

15.a. RACI Matrix (v1.0)

16. Procurement Management Plan (v1.0)

17. Quality Management Plan (v1.0)

18. Risk Management Plan (v1.0)

18.a. Risk Register (v1.0)

19. Communications Management Plan (v1.0)

20. Change Management Plan (v1.0)

20.a. Change Log (v1.0)

21. Monitoring & Control Plan (v1.0)

22. Work Performance Data Collection Method (v1.0)

## Phase 3 – Execution & Control

23. Performance Measurement Baseline (v1.0)

24. Issue Log (v1.0)

25. Weekly Performance Report Template (v1.0)

26. Domination Guide – TTU Edition (v1.0)

## Phase 4 – Closing Docs

27. Final Project Report (v1.0)

28. Lessons Learned Register (v1.0)

29. Transition Plan (v1.0)

Note: All feeder documents (lettered, e.g., 10.a, 10.b) must be created before their parent document is finalized.

Note: Creating a placeholder document (blank but titled correctly) counts as completion of the checklist item.

# Appendix A: Governance Reference

This document is linked to the DAiIS Governance Framework v1.0, which defines the governance and organizational structure of the DAU Metaverse (DMV). The planning artifacts contained herein are generated under the oversight of the constitutional governance roles defined in that framework.

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