**Project Artifacts Review**

**1️⃣ Purpose of Review**

* Ensure all essential project documents (artifacts) are created, updated, and aligned with project goals.
* Identify missing or incomplete artifacts.
* Confirm version control and approval status.

**2️⃣ Key Project Artifacts Checklist**

| **Artifact Name** | **Owner** | **Status** | **Remarks** |
| --- | --- | --- | --- |
| Business Requirements Document (BRD) | [Owner Name] | Completed/In Progress | - |
| Functional Requirements Specification (FRS) | [Owner Name] | Completed/In Progress | - |
| Technical Requirements Document (TRD) | [Owner Name] | Completed/In Progress | - |
| High-Level Design Document (HLD) | [Owner Name] | Completed/In Progress | - |
| Detailed Design Document (LLD) | [Owner Name] | Completed/In Progress | - |
| Architecture Diagram | [Owner Name] | Completed/In Progress | - |
| Test Plan & Test Cases | [Owner Name] | Completed/In Progress | - |
| Deployment Plan | [Owner Name] | Completed/In Progress | - |
| Training Materials / User Guides | [Owner Name] | Completed/In Progress | - |
| Project Plan (WBS, Timeline, Milestones) | [Owner Name] | Completed/In Progress | - |
| Risk Register | [Owner Name] | Completed/In Progress | - |
| Change Request Log | [Owner Name] | Completed/In Progress |  |