training with quizzes and images

customer address and system condition monitoring

inventory management

mapping and route planning assistance

database shared with office staff

billing management

**1.cover page table of section contents --**

**2.business case -- DONE**

Just like the project charter, a business case is a document that’s created during the initiation phase to convince project stakeholders of the project’s value by explaining the potential benefits it could have for their organization.

**3.project proposal --**

A project proposal is a project management document that provides a quick overview of the key areas of a project. Its main purpose is to convince potential stakeholders of the value of the project during the initiation phase. It should be a persuasive document that highlights the main benefits, goals, and requirements.

**4.project charter – DONE**

The project charter is written during the project initiation phase and it sets the stage for the project plan. Project managers use project charters to provide a quick overview of the project to stakeholders, sponsors, and clients.

**5.project brief -- DONE**

A project brief is a summarized version of your project plan, geared towards an audience such as cross-functional teams or stakeholders who don’t need to dive into all the details of a project management plan but still need to understand the project goals, budget, roles & responsibilities among other key aspects.

**6.scope statement – DONE**

A scope statement defines the activities that will be executed to complete a project. It’s used by project managers to let stakeholders know what will be done and what won’t be done so that expectations are clear from the beginning. It’s part of the scope management plan, a comprehensive document that explains the procedures and guidelines related to the project scope.

**7.team charter**

A team charter is a project management document that shows the roles, responsibilities, deliverables, and resources of a project team. It helps project managers understand the workload and objectives of each team member for better resource planning.

**8.project schedule -- DONE**

At a basic level, the project schedule defines the timeline for the execution of all project tasks. It can also include more details such as the resources needed for each task, who’s responsible for it, the float or slack your project has and the critical path. A Gantt chart is the perfect tool for creating a detailed project schedule.

**9.requirements gathering –**

Project requirements are the goals and specifications that are expected from a project to make sure all stakeholders are satisfied. Gather requirements for your project. Be detail oriented. Cover your bases.

**10.project budget –**

The project budget is a critical project management document. To create one, you’ll need to estimate your project costs, which include labor, materials, equipment, and anything that’s needed to execute the project.

**11.project communication plan – DONE**

A communication plan sets all the guidelines for communication among team members and project stakeholders. It defines the communication channels to be used, the communication schedule and roles and responsibilities among other details to streamline the communication process throughout the project life cycle.

**12.risk register – DONE**

This document allows you to register all potential project risks and includes a brief description of their potential impact and likelihood. A risk register is an important project document as it provides important information for your risk management plan that contains all risk management documents, strategies, and guidelines.

**13.project plan – DONE**

The project plan is the most comprehensive of all project management documents because it compiles the project documents that are created during the project planning phase. For example, your project plan should include your project budget and your project schedule.

**14.project status report – DONE**

Project status reports are a must-have project management tool because they allow you to check the health of your project at any point in time and share data with stakeholders to keep them updated. Status reports are brief and include the most relevant information only.

**15.project closure –**

It’s always necessary to create project documentation at the end of the project closure phase. That’s because project managers need to close contracts, create a “lessons learned” document and get formal approval from stakeholders among other important tasks. All of this must be documented so that nothing falls through the cracks.