**Documentation List –** Integrated NPI Build Optimization Framework for Hardware Development

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Initiation Phase**

1. **Project Charter**: Defines the project purpose, objectives, stakeholders, and authorization.

**DOCUMENT STATUS:-** Finished

1. **Business Case**: Justifies the need for the project and assesses its feasibility.

**DOCUMENT STATUS:-** Finished

1. **Feasibility Study**: Evaluates technical, financial, and operational viability.

**DOCUMENT STATUS:-** Finished

1. **Stakeholder Register**: Identifies and documents project stakeholders and their influence/interest.

**DOCUMENT STATUS**:- Finished

1. **Risk Register (Preliminary)**: Documents initial risks and potential mitigation strategies.

**DOCUMENT STATUS**:- Finished

1. **Assumptions Log**: Captures assumptions and constraints identified during initiation.

**DOCUMENT STATUS**:- Finished

**Planning Phase**

1. **Project Management Plan**: Consolidates all subsidiary plans and defines how the project will be executed, monitored, and controlled.
2. **Scope Statement**: Details the project’s scope, deliverables, exclusions, and boundaries.
3. **Work Breakdown Structure (WBS)**: Breaks down project deliverables into smaller, manageable components.
4. **Requirements Management Plan**: Details how project requirements will be gathered, tracked, and managed.
5. **Schedule Management Plan**: Outlines how the project schedule will be developed and monitored.
6. **Cost Management Plan**: Defines how project costs will be planned, estimated, and controlled.
7. **Resource Management Plan**: Identifies project resources and plans for their allocation.
8. **Risk Management Plan**: Details how project risks will be identified, assessed, and managed.
9. **Communication Management Plan**: Defines how project communication will occur between stakeholders.
10. **Procurement Management Plan**: Outlines procurement activities, including contracts and vendor management.
11. **Quality Management Plan**: Specifies quality requirements and control measures.
12. **Change Management Plan**: Documents how changes will be managed and tracked.
13. **Stakeholder Engagement Plan**: Details strategies for engaging stakeholders throughout the project.
14. **Schedule (Gantt Chart)**: Visual representation of the project timeline and tasks.
15. **Budget Plan**: Details cost estimates and planned expenditures.

**Execution Phase**

1. **Issue Log**: Captures and tracks project issues for resolution.
2. **Change Request Form**: Records proposed changes to the project scope, schedule, or budget.
3. **Team Assignments Document**: Lists roles and responsibilities of project team members.
4. **Progress Reports**: Summarizes project progress for stakeholders and sponsors.
5. **Quality Reports**: Tracks quality metrics and ensures deliverables meet standards.
6. **Procurement Documents**: Includes contracts, purchase orders, and vendor agreements.
7. **Meeting Agendas and Minutes**: Documents topics discussed and decisions made during project meetings.
8. **Performance Reports**: Tracks key performance indicators (KPIs) to monitor project health.

**Monitoring and Controlling Phase**

1. **Project Status Reports**: Regular updates on project performance, risks, and issues.
2. **Risk Register (Updated)**: Continuously updated with new risks and mitigation strategies.
3. **Issue Log (Updated)**: Tracks ongoing issues and their resolution status.
4. **Change Log**: Documents all changes made to the project, including approvals and impacts.
5. **Variance Analysis Reports**: Compares actual performance with the planned schedule, scope, and budget.
6. **Lessons Learned Register**: Captures insights and recommendations for future projects.

**Closing Phase**

1. **Project Closure Report**: Summarizes project outcomes, performance, and lessons learned.
2. **Final Deliverables**: Includes the final product, service, or result delivered to the client.
3. **Final Budget Report**: Details final project costs and any variances.
4. **Contract Closure Documents**: Confirms the completion of all procurement and vendor agreements.
5. **Handover Documents**: Transfers project deliverables to operations or the client.
6. **Client Acceptance Form**: Documents formal acceptance of the project deliverables by the client.
7. **Post-Implementation Review**: Assesses project success, identifying strengths and areas for improvement.
8. **Archive Documents**: Stores all project-related documents for future reference.

**Key Tools Supporting Documentation**

* **Microsoft Office Suite** (Word, Excel, PowerPoint)
* **Project Management Software** (MS Project, Jira, Trello, Asana)
* **Collaboration Tools** (SharePoint, Confluence)
* **Reporting Tools** (Power BI, Tableau)