**Archive Documents –** Integrated NPI Build Optimization Framework for Hardware Development

By

Aastha Lalit Motwani

**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Purpose**

The **Project Archive Documents** ensure all project-related materials are systematically stored for future reference. This archive provides historical records, supports knowledge transfer, and facilitates audits or future project planning.

**Contents of the Archive**

The project archive includes the following documents, categorized for ease of access:

1. **Project Planning Documents**

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **File Name** |
| Project Charter | High-level document outlining project objectives, scope, and stakeholders. | Project\_Charter.pdf |
| Scope Statement | Defines the project scope, exclusions, and deliverables. | Scope\_Statement.pdf |
| Schedule Management Plan | Detailed timeline and Gantt chart for the project. | Schedule\_Management\_Plan.pdf |
| Cost Management Plan | Budget plan and cost breakdown for the project. | Cost\_Management\_Plan.pdf |
| Risk Management Plan | Framework for identifying and mitigating risks. | Risk\_Management\_Plan.pdf |

1. **Execution and Monitoring Documents**

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **File Name** |
| Project Status Reports | Periodic updates on progress, risks, and achievements. | Status\_Reports.zip |
| Risk Register | List of risks, their status, and mitigation strategies. | Risk\_Register.pdf |
| Change Log | Record of all changes made to the project scope, schedule, or budget. | Change\_Log.pdf |
| Issue Log | Documentation of issues encountered and their resolution. | Issue\_Log.pdf |
| Meeting Agendas and Minutes | Agendas and outcomes of project meetings. | Meeting\_Minutes.zip |

1. **Deliverables and Outputs**

|  |  |  |
| --- | --- | --- |
| **Deliverable Name** | **Description** | **File Name** |
| Build Matrices for Components | Comprehensive matrices for 20+ components. | Build\_Matrices.pdf |
| Vendor Dashboard | Real-time tracking system for vendor performance. | Vendor\_Dashboard.pdf |
| BOM Automation Workflows | Automated workflows for creating and managing Bills of Materials. | BOM\_Workflows.pdf |
| CTB Dashboard | Centralized dashboard for tracking build schedules. | CTB\_Dashboard.pdf |
| Testing Framework | Comprehensive system integration testing framework. | Testing\_Framework.pdf |

1. **Closing Documents**

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **File Name** |
| Lessons Learned Report | Key insights and recommendations from the project. | Lessons\_Learned\_Report.pdf |
| Client Acceptance Form | Formal acknowledgment of deliverables by the client. | Client\_Acceptance\_Form.pdf |
| Project Closure Report | Final summary of the project’s performance. | Project\_Closure\_Report.pdf |
| Post-Implementation Review | Assessment of project outcomes and effectiveness. | Post\_Implementation\_Review.pdf |

1. **Financial and Legal Records**

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **File Name** |
| Final Budget Report | Detailed summary of project expenditures and variances. | Final\_Budget\_Report.pdf |
| Contract Closure Document | Documentation of contract fulfillment and closure. | Contract\_Closure.pdf |
| Procurement Records | Contracts, invoices, and purchase orders. | Procurement\_Records.zip |

**Archive Location**

|  |  |
| --- | --- |
| **Archive Type** | **Storage Location** |
| Digital Archive | [Provide location: e.g., SharePoint, Google Drive, Local Server Path] |
| Physical Archive (if applicable) | [Provide location: e.g., File Room, Storage Unit] |

**Access Permissions**

|  |  |
| --- | --- |
| **Role** | **Access Level** |
| Project Manager | Full Access |
| Operations Team | Read-Only Access |
| Project Sponsor | Full Access |
| Auditors | Restricted Access (As needed) |

**Maintenance and Retention Policy**

* **Retention Period:** The archive will be retained for [X years] as per organizational policy.
* **Maintenance Responsibility:** [Specify responsible party, e.g., Project Management Office (PMO)].
* **Disposal Process:** Upon expiration, documents will be securely disposed of following organizational guidelines.

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Operations Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |

**Conclusion**

The project archive ensures that all critical documentation is stored securely and is accessible for reference or audit purposes. It serves as a comprehensive resource for future projects.