Essential project documents and their content

1. Project charter
   1. Project name, start date,
   2. Business case
   3. Team members
   4. Stakeholders
2. Statement of work
   1. Describes what the project is going to deliver
3. Project management plan
   1. The scope baseline
   2. The schedule baseline
   3. The cost baseline
   4. A work breakdown structure.
4. Issue log
   1. issue id
   2. issue description
   3. responsible person
   4. priority
   5. status
5. Risk register
   1. ID, so you know which one you’re talking about when you discuss risks with your team
   2. Risk name
   3. Risk description
   4. Impact on the project (normally a number or ‘high/medium/low’)
   5. Probability of occurrence (another number or ‘high/medium/low’)
   6. Owner – don’t forget this or no one will take responsibility for doing anything about it.
6. Status report  
   formal written records of progress
7. Budget
8. Lessons learned
   1. Documented at the end of the project