Final Project Documentation for Project Name

**Prepared by:** **Date:**

**I.** Project description

**II.** Project proposal and backup data (request for proposal, statement of work, proposal correspondence, and so on)

**III.** Original and revised contract information and client acceptance documents

**IV.** Original and revised project plans and schedules (WBS, Gantt charts and network diagrams, cost estimates, communications management plan, etc.)

**V.** Design documents

**VI.** Final project report

**VII.** Deliverables, as appropriate

**VIII.** Audit reports

**IX.** Lessons learned reports

**X.** Copies of all status reports, meeting minutes, change notices, and other written and electronic communications