# Phase Documentation Checklist

## Initiating

* At least 2 Team Building Activity documents (1 now, 1 later)
* Project Proposal (RFP) document
* Project Scope document
* Project Charter document

## Planning Phase

* WBS Document
* Estimating Work Sheet
* Gantt Chart
* Risk Registry
* Alpha Narrative

## Execution

* Multiple Change Requests
* Change Log
* Issue Log document
* Meeting Minutes
  + Status meeting minutes
  + Scrum meeting minutes
  + Clearly marked Alpha meeting minutes
  + Clearly marked Beta meeting minute

## Closing

* Team Lessons Learned
* Individual lessons learned for each team member
* Presentation Documentation