**📁 01\_Initiation\_Documents**

**🎯 Purpose**

The 01\_Initiation\_Documents folder houses core artifacts developed during the **Initiating Phase** to formally authorize the project. These documents define the project’s purpose, scope, objectives, and initial framework—serving as the foundation for all subsequent project phases.

**📄 Contents**

This folder contains key deliverables, including:

* **Project Charter**  
  Defines the project’s objectives, scope, stakeholders, and high-level deliverables.  
  *Example*: ProjectCharter\_Project1\_v1.0.docx
* **Business Case**  
  Justifies the project's necessity, including cost-benefit analysis and organizational alignment.  
  *Example*: BusinessCase\_Project1\_v1.0.docx
* **Feasibility Study**  
  Assesses the project's viability across technical, financial, and operational dimensions.  
  *Example*: FeasibilityStudy\_Project1\_v1.0.pdf
* **High-Level Requirements**  
  Captures preliminary stakeholder needs and outlines major project deliverables.  
  *Example*: HighLevelRequirements\_Project1\_v1.0.xlsx

**📂 Sub-Folders**

**🛠️ Drafts**

Stores working versions of initiation documents during development and review.

* **Example contents**:
  + ProjectCharter\_Project1\_Draft\_v0.1.docx
  + BusinessCase\_Project1\_Draft\_v0.2.docx
* **Conventions**:
  + Use version control in filenames (e.g., \_v0.1)
  + Archive outdated drafts in a subfolder named Archive

**✅ Approved**

Houses finalized, stakeholder-approved documents.

* **Example contents**:
  + ProjectCharter\_Project1\_Approved\_v1.0.pdf
  + HighLevelRequirements\_Project1\_Approved\_v1.0.xlsx
* **Guidelines**:
  + Convert finalized documents to PDF to prevent edits
  + Maintain an approval tracking log (e.g., Approval\_Log.xlsx)

**🧾 Naming Conventions**

* Format: DocumentName\_Project1\_vX.X  
  *Example*: ProjectCharter\_Project1\_v1.0.docx
* Suffixes:
  + Use \_Draft for in-progress versions
  + Use \_Approved for finalized versions
* For multi-contributor drafts, append the date or author initials:  
  *Example*: ProjectCharter\_Project1\_Draft\_v0.1\_20250804\_JD.docx

**📌 Best Practices**

* Restrict editing access to authorized personnel only
* Use consistent file formats:
  + .docx for narratives
  + .xlsx for data and requirements
  + .pdf for finalized, non-editable versions
* Periodically review and archive outdated files to keep the repository clean
* Ensure alignment with PMO standards or established methodologies (e.g., PMBOK, PRINCE2)

**📝 Notes**

* If transitioning to a shared drive or cloud platform, configure folder permissions to align with organizational governance policies
* Contact the project manager for access to templates, approval workflows, or clarification on documentation standards

Would you like a **printable PDF version**, a **markdown file**, or have this embedded into your SharePoint/Confluence space? I can help with that too.