# README: 04\_References\_and\_Supporting\_Materials

## Purpose

The `04\_References\_and\_Supporting\_Materials` folder stores background information and external references used during the initiating phase to support project justification and decision-making.

## Contents

This folder includes:

- \*\*Market Research\*\*: Reports or data supporting project rationale (e.g., `MarketResearch\_Project1\_20250804.pdf`).

- \*\*Historical Data\*\*: Records from similar projects for benchmarking (e.g., `HistoricalData\_SimilarProjects.pdf`).

- \*\*Contracts or Agreements\*\*: Preliminary agreements or terms (e.g., `VendorAgreement\_Draft\_20250804.pdf`).

## Sub-Folders

- \*\*External\_Docs\*\*: Stores third-party materials, such as vendor reports or industry studies.

- Example contents: Market analysis reports (e.g., `IndustryReport\_20250804.pdf`).

- Use `.pdf` for accessibility and to prevent edits.

- \*\*Internal\_Refs\*\*: Stores organizational templates, policies, or historical records.

- Example contents: PMO templates (e.g., `ProjectCharter\_Template.docx`), organizational policies (e.g., `RiskManagement\_Policy.pdf`).

- Organize by document type or source for clarity.

## Naming Conventions

- Use `DocumentName\_Project1\_20250804` for external documents (e.g., `MarketResearch\_Project1\_20250804.pdf`).

- For internal references, include source or type (e.g., `PMO\_Template\_Charter\_v1.0.docx`).

- Append `\_Draft` or `\_Final` where applicable.

## Best Practices

- Verify the accuracy and relevance of external documents before inclusion.

- Use PDF for external documents to ensure compatibility and prevent unauthorized edits.

- Archive outdated references in a sub-sub-folder (e.g., `Archive`) for audit purposes.

- Cite sources clearly in filenames or accompanying metadata.

## Notes

- Ensure compliance with organizational policies on handling external or proprietary data.

- Contact the project manager for guidance on sourcing or validating reference materials.