# README: 05\_Administration

## Purpose

The `05\_Administration` folder manages administrative and governance items specific to the project during the initiating phase. These documents ensure compliance with PMO processes and track project setup activities.

## Contents

This folder includes:

- \*\*Project Initiation Checklist\*\*: Tracks completion of initiation tasks (e.g., `InitiationChecklist\_Project1\_v1.0.xlsx`).

- \*\*Meeting Minutes from Kickoff\*\*: Records discussions and decisions from initial meetings (e.g., `KickoffMeeting\_Minutes\_20250804.docx`).

- \*\*Approval Signatures\*\*: Stores signed forms or records (e.g., `CharterApproval\_Signatures\_20250804.pdf`).

## Sub-Folders

- \*\*Meetings\*\*: Stores agendas, minutes, and related materials for project meetings.

- Example contents: Kickoff meeting agenda (e.g., `KickoffMeeting\_Agenda\_20250804.docx`), minutes (e.g., `KickoffMeeting\_Minutes\_20250804.docx`).

- Organize by date or meeting type for clarity.

- \*\*Approvals\*\*: Stores signed approval forms or digital signature records.

- Example contents: Signed Project Charter (e.g., `ProjectCharter\_Approval\_20250804.pdf`).

- Use `.pdf` for finalized records to prevent edits.

## Naming Conventions

- Use `DocumentName\_Project1\_20250804` for meeting or approval records (e.g., `KickoffMeeting\_Minutes\_20250804.docx`).

- Append `\_Draft` or `\_Final` to indicate document status.

- Include approver names or dates for approval documents (e.g., `CharterApproval\_Smith\_20250804.pdf`).

## Best Practices

- Maintain a log (e.g., `Approval\_Log.xlsx`) to track approval dates and stakeholders.

- Convert signed documents to PDF to ensure integrity and accessibility.

- Archive outdated meeting notes or superseded approvals in a sub-sub-folder (e.g., `Archive`).

- Ensure sensitive documents (e.g., approvals) have restricted access.

## Notes

- Align administrative processes with PMO governance standards.

- If using a shared drive, configure permissions to restrict editing to authorized personnel.

- Contact the project manager for clarification on administrative requirements or templates.