

What Documentation to use when Overview

Document	When in Lifecycle	Recommended for which Projects
Project Mandate	Initiation	Medium/Major
Business Case	Initiation	All
Project Initiation Document	Initiation	All
Product/Process Specification	Planning	Major
Risk Register	Planning/Delivery	All
Project Plan (medium & large projects)	Planning/Delivery	Medium/Major
Project Plan (small projects)	Planning	Minor
Project Work Packages	Planning	Major
Financial Plan	Planning	All
Communications Plan	Planning/Delivery	Medium/Major
Issue Log	Delivery	All
Project Highlight Report	Delivery	All
Lessons Learned Log	Delivery	Medium/Major
Exception Report	Delivery	Medium/Major
End Stage Report	Delivery	Medium/Major
Project Review Report	Closure	All
Project Completion Statement	Closure	All
Post Project Review Report	Closure	Major