



**Division of Information Technology  
Project Documentation Requirements**

**DRAFT**

Project Classification	Project Characteristics	Complexity	Documentation Level	Documentation Required
<b>Major</b>	Greater than \$1M	High/Medium/Low	Full	Initiation – Project Initiation Questionnaire/Charter Includes project definition, goals, outcomes, business impact/technical analysis, risk assessment and approvals Initiation - Complexity Model Initiation - Cost Benefit Analysis/Return on Investment Planning - Change/Configuration Management Plan Planning - Project Plan Planning - Quality Management/IV&V Plan Planning - Performance Plan Planning - Procurement Plan Planning - Project Schedule Planning - Resource Plan Planning - Risk Management Plan Planning - Security Plan Planning - Test Plans Planning - Work Breakdown Structure Execution - Status Report Execution - Issue Logs/Issue Management Execution - User Acceptance Execution - Close Out Report Ops & Support - Operating Documentation
<b>Non-Major</b>	Less than/equal to \$1M	High	Full	Initiation – Project Initiation Questionnaire/Charter Includes project definition, goals, outcomes, business impact/technical analysis, risk assessment and approvals Initiation - Complexity Model Initiation - Cost Benefit Analysis/Return on Investment Planning - Change/Configuration Management Plan Planning - Project Plan Planning - Quality Management/IV&V Plan Planning - Performance Plan Planning - Procurement Plan

				<ul style="list-style-type: none"> <li>Planning - Project Schedule</li> <li>Planning - Resource Plan</li> <li>Planning - Risk Management Plan</li> <li>Planning - Security Plan</li> <li>Planning - Test Plans</li> <li>Planning - Work Breakdown Structure</li> <li>Execution - Status Report</li> <li>Execution - Issue Logs/Issue Management</li> <li>Execution - User Acceptance</li> <li>Execution - Close Out Report</li> <li>Ops &amp; Support - Operating Documentation</li> </ul>
<b>Non-Major</b>	Less than/equal to \$1M	Medium	Standard	<ul style="list-style-type: none"> <li>Project Initiation Questionnaire/Charter Includes project definition, goals, outcomes, business impact/technical analysis, risk assessment and approvals</li> <li>Project Complexity Model</li> <li>Project Plan Includes scope, deliverables, schedule, budget, risk management and communication plan</li> <li>Project Security Plan</li> <li>Project Status Report</li> <li>Project Change Control Logs</li> <li>Project Test/Acceptance Plan</li> <li>Project Close Out Report</li> <li>Operating Documentation</li> </ul>
<b>Non-Major</b>	Less than/equal to \$1M	Low	Minimum	<ul style="list-style-type: none"> <li>Project Initiation Questionnaire</li> <li>Preliminary Risk Analysis</li> <li>Project Complexity Model</li> <li>Project Security Plan</li> </ul>