



Project Management Documents & Deliverables

Project Initiation	Project Planning	Project Execution	Project Closing
<ul style="list-style-type: none">❖ Project Goals - SMART Goals❖ Project Scope❖ RACI chart❖ Project Charter	<p>Schedule timeline and indicate milestones and tasks</p> <ul style="list-style-type: none">❖ Kick-off Meeting Agenda❖ Collaboration Tools<ul style="list-style-type: none">● Asana - Project Update● Email● Daily Task❖ Shared Document for Ideas/ Questions❖ Feedback after the meeting❖ Poll for confidence level on Project Understanding❖ WBS❖ Gantt Chart <p>Setting the Budget and Procurement</p> <ul style="list-style-type: none">❖ Budget❖ NDA❖ RFP❖ SOW <p>Risk Management is searching for possible problems and planning ahead to mitigate these risks</p> <ul style="list-style-type: none">❖ Risk Management❖ Communication Plan		