

1 Document Management

General Guidelines

- 1) Development Services write a draft System Description Document by filling in the relevant parts of the Document Template.
- 2) Development Services send the draft document to Application Management for review.
- 3) Development services and Application Management hold a handover meeting to discuss any further additions or changes.
- 4) Development services complete any additions and/or changes agreed at the handover meeting.
- 5) Development services handover the System Description Document to Application Management.
- 6) Any further refinements to the document are completed by Applications Management.
- 7) Applications Management will provide final sign-off and from that point will take responsibility for keeping the document up-to-date.
- 8) Until the System Description Document template is converted to a wiki template, Applications Management will add the System Description Document to the insite Tech Collab wiki.

1.1 Contributors

Please provide details of all contributors to this document

Role	Unit	Name
Production Management		
Support Coordinator		
Systems Analyst/Designer		
Technical Architect		
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1.2 Version Control

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Sample Project Management Document

Karl E. Wiegers



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A Project Manager's Book of Templates Cynthia Snyder Dionisio, 2022-12-08 A PROJECT MANAGER'S BOOK OF TEMPLATES A helpful compendium of ready made templates for managing every project in alignment with the latest PMBOK Guide 7th ed Project Management is a growing discipline that has seen considerable recent development Project managers are now expected to deploy predictive and adaptive methods and to draw upon a considerable base of knowledge in developing and formalizing project plans The Project Management Institute PMI publishes the authoritative Project Management Body of Knowledge PMBOK Guide which contains the global standard for the Project Management profession A Project Manager's Book of Templates is a vital companion to the PMBOK Guide providing a comprehensive set of templates and reports that helps project managers translate the content of the Guide into practical applications It promises to be an indispensable resource for professionals in this fast moving field A Project Manager's Book of Templates readers will also find Templates covering all types of work such as starting planning project documents logs and registers and reports and audits Templates representing all updated features of the PMBOK Guide including hybrid adaptive and iterative practices including Agile Easy readable structure that moves project managers through the different types of work that is performed in project A Project Manager's Book of Templates is an essential companion for those preparing for the PMP Certification Exam as well as practitioners and consultants to a range of global industries

Project Management Communications Bible William Dow, Bruce Taylor, 2010-06-11 The authoritative reference on one of the most important aspects of managing projects project communications With shorter production cycles and the demand for projects being faster cheaper and better the need for project communications tools has increased Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications and planning The featured charts graphs and tables are all ready for immediate use Note CD ROM DVD and other supplementary materials are not included as part of eBook file

PMP Certification George G. Angel, 2023-09-25 Project management is in everything we do from our personal lives to our professional careers It is the fastest growing profession in the world and the skills learned in this book can be used for any sort of project large or small setting up a small business planning a wedding family vacation company picnic or other event and organizing projects of any scale This beginner's guide will teach you real world project management skills for any project and will help prepare you to become a certified Project Management Professional PMP or Certified Associate Project Manager CAPM This fourth edition provides up to date information on how to effectively manage projects programs and portfolios to achieve organizational success It includes tips and sample questions at the end of each chapter as well as a mock exam to help prepare you for the Project Management Institute PMI certification exams This text follows the three PMI domains People Business Environment and Processes A case study with detailed real world examples sample templates and actual project documents guides you through your own projects from charter to close using all five

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Toolkit Jolyon E. Hallows,2002 Annotation It isn t just big organizations that can benefit from project management systems Firms of all sizes have begun looking into setting up their own project management office Provides managers with everything they need to fit the project office into the current organizational structure determine necessary software and tools structure efforts handle slippage and adapt the wealth of templates provided in the book Includes CD with every form essential to the successful completion of the project as well as worksheets templates charts and descriptions needed to establish the project office Selected as a suggested resource for CAQ R Project Management Office exam preparation **The Project**

Management Communications Toolkit, Second Edition Carl Pritchard,2013-11-01 Effective communication is the most powerful tool a manager can use This is especially true for project managers who are tasked with coordinating the efforts of every project member as well as maintaining an open dialog with senior executives Helping professionals achieve a high level of communications expertise is the goal of this second edition book and CD ROM package The book explains how to energize projects create momentum and achieve success by talking and listening to staff members Moreover it teaches how to effectively communicate project status and requirements to executive management The valuable CD ROM supplies the tools to do the job right ready to use documents forms reports and project templates that help ensure effective clear and consistent communication This second edition also includes new changes from A Guide to the Project Management Body of Knowledge PMBOK Fifth Edition as well as new material on evolving tools such as social media As new technology has found its way to the marketplace simple approaches from years gone by are modified for cloud sharing tools social media and other considerations **Visual Project Management** Paul Williams,2015-01-18 Today s project manager has more to manage

than just project scope deliverables communications and teams They are also expected to manage large volumes of project related data And the expectation goes beyond just managing the data It extends into creating great visualizations that allow stakeholders to fully digest that large volume of data in a manner that is quick effective and clear They are also expected to serve as facilitators in the use of visual thinking tools as a method for working through project issues risks and problems These new expectations require new skills The era of multi page text based project status reporting is over The era of visual project management is here Time to skill up **Mastering Software Project Management** Murali Chemuturi,Thomas M. Cagley,2010-07-15 Project management software

[A Project Manager's Book of Forms](#) Cynthia Snyder Stackpole,2013-02-04 Designed as a companion to the Project Management Institute s A guide to project management body of knowledge PMBOK Guide this resource provides a comprehensive and practical set of forms and reports to help project

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reproducible manner that project managers executives and analysts can use as a validated reference for future projects This book focuses on an array of measures to forecast project value and collect data during and after implementation including reaction learning application and implementation impact return on investment and intangibles Project Management ROI Is the first book from the renowned ROI Institute to focus on project management ROI Provides both the tools and methodology for measuring the ROI of project management investments Will help project managers discover the value of specific project management solutions to justify project expenditures **Project Health Assessment** Paul S. Royer, PMP,2014-10-24

Project managers sponsors team members and involved stakeholders know when things aren t going well A frequent first indication is a missing or errant process Project Health Assessment presents an innovative approach for assessing project processes through a set of ten critical success factors based on PMI s PMBOK Guide knowledge areas The findings from such assessments can help project managers reduce project risk improve stakeholder satisfaction and increase the likelihood of project success as demonstrated by 30 assessments done over 15 years of putting this approach into practice Project Health Assessment breaks down each PMBOK Guide knowledge area into its process steps inputs and outputs and then creates critical success factor questions that evaluate its effectiveness and potential risk These questions can be used by project managers to establish sufficient project processes or by external entities to evaluate a project and assess its overall risk The book illustrates critical success factor points through numerous case studies including a step by step example of how to conduct a project health assessment from engagement acquisition through startup initial assessment and periodic follow up assessments The book provides several downloadable document spreadsheet and scheduling templates that practitioners can customize and use in their projects Using these tools you can avoid or minimize the cost of failed projects to your organization **(Free Sample) The All New Professional Knowledge for IBPS & SBI Specialist IT Officer Exams with 15 Practice Sets 6th Edition** Disha Experts,2021-11-03

The thoroughly Revised Updated new 6th edition of Professional Knowledge for IBPS SBI Specialist IT Officer Exam 6th edition is updated as per the new pattern and with latest Solved Paper new questions in each test 5 New Practice Sets The book contains 12 chapters and each chapter provides theory as per the syllabi of the recruitment examination The chapters in the book provides exercises to help aspirants practice the concepts discussed in the chapters Each chapter in the book contains ample number of questions designed on the lines of questions asked in previous years Specialist IT Officer Exams The book covers 2500 useful questions for Professional Knowledge The new edition also contains 15 Practice Sets designed exactly as per the latest pattern to boost the confidence of the students **The Internet Encyclopedia, Volume 3 (P - Z)** Hossein Bidgoli,2004-04-12

The Internet Encyclopedia in a 3 volume reference work on the internet as a business tool IT platform and communications and commerce medium **Project Management for Engineering Design** Charles Stephen Lessard,Charles Lessard,Joseph P. Lessard,2007 Offers an introduction to project management This book emphasizes teams throughout and includes an

introduction to project management project definition researching intellectual property scope idealizing and conceptualizing a design converting product requirements to engineering specifications project integration communications management and conducting design reviews *The Complete Project Management Office Handbook* Gerard M. Hill, 2004-08-02 Today s project managers find themselves in the dual roles of technical expert and business leader As project management has evolved the need has emerged for an organizational entity to manage complexities and ensure alignment with business interests A project management office PMO coordinates technical and business facets of project management and achieves the goals of oversight control and support within the project management environment The Complete Project Management Office Handbook identifies the PMO as the essential business integrator of the people processes and tools that manage or influence project performance This book details how the PMO applies professional project management practices and successfully integrates business interests with project goals regardless of whether the scope of the PMO is limited to managing specific projects or expanded to the level of a full business unit People at all levels of the project and business spectrum will benefit from this volume The Handbook focuses on how to establish PMO functionality to meet the requirements of project stakeholders It presents 20 pertinent PMO function models providing guidance for developing PMO operating capability that is applicable to any organization It also presents these functions relative to five stages of progressive PMO development along a competency continuum demonstrating potential PMO growth from simple project control up through its alignment within a strategic business framework Practical Project Initiation Karl E. Wiegers, 2007-08-08 Zero in on key project initiation tasks and build a solid foundation for successful software development In this concise guide critically acclaimed author Karl E Wiegers fills a void in project management literature by focusing on the activities that are essential but often overlooked for launching any project Drawing on his extensive experience Karl shares lessons learned proven practices and tools for getting your project off to the right start and steering it to ultimate success Lay a foundation for project success discover how to Effectively charter a project Define meaningful criteria for project success and product releases Negotiate achievable commitments for project teams and stakeholders Identify and document potential barriers to success and manage project risks Apply the Wideband Delphi method for more accurate estimation Measure project performance and avoid common metrics traps Systematically apply lessons learned to future projects Companion Web site includes Worksheets from inside the book Project document templates Resources for project initiation and process improvement *Optimizing Project Management* Te Wu, 2020-05-18 SHELIVING GUIDE Project Management This hands on guide is written for project professionals seeking to find an optimized way of performing project management It provides answers to such critical questions as Why should an organization apply project management What is the value of project management in the broader context of an organization Is project management as successful as some advocates suggested or is it a waste of time and resources because of the many extensive and bureaucratic processes Which

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[The Project Management Answer Book](#) Jeff Furman PMP,2014-12-01 If it s essential to project management it s in here The first edition of The Project Management Answer Book addressed all the key principles of project management that every project manager needs to know With a new chapter on scrum agile updates throughout and many new PMP test tips this new edition builds on that solid foundation The structure of this update maps closely to the PMBOK Guide Fifth Edition and is designed to assist anyone studying for the PMP and other certification exams Helpful sections cover Networking and social media tips for PMs including the best professional organizations virtual groups and podcast resources The formulas PMs need to know plus a template to help certification candidates prepare and self test for their exams Quick study sheet for the processes covered on the PMP exam Key changes in PMBOK Guide Fifth Edition for readers familiar with earlier versions who want the skinny on the new version PMs at every level will find real gold in the information nuggets provided in this new edition Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable and will like the easy to read style and Q A format For experienced managers looking for new tools and skills to help them pass their PMP or other certification exams this is a must have resource

Best Practices for Environmental Project Teams Stephen Massey,2011-08-16 Best Practices for Environmental Project Teams provides project managers and their teams government managers and regulatory agencies with practical guidelines for continuously improving performance Project managers and team members can pick from a variety of chapter topics stated as Actions to address existing skill gaps with practical tools and guidelines

Handbook of Project Management Colin Dobie,2020-08-02 The practical approach that Colin Dobie prescribes is as applicable to the experienced project manager as it is anyone entering the field Ernest J Nielsen Brigham Young University USA A no nonsense approach to project management Essential reading for all project managers and project team members Peter Dechaineux Inaugural Chairman Australian Institute of Project Management Australia Excellent coverage of all the material required in easy to follow steps It

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