EDUCATION PROJECT DOCUMENTATION

PROJECT NAME	PROJECT MANAGER

REQUIRED DOCUMENTATION	STATUS	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
PRE-INITIATION									
Needs Assessment (TOP Model)									
Feasibility Report									
INITIATION									
Weekly Project Schedule									
Project Budget									
Approvals									
PLANNING AND IMPLEMENTATION									
Needs Reassessment									
Project Plan (goal, objectives, project team)									
Logic Model									
Market Analysis									
Program Format and Delivery System Report									
Guidelines									
Emergency Plan									
Implementation Plan									

REQUIRED DOCUMENTATION	STATUS	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
PROJECT CLOSURE									
Post-Mortem Report									
ONGOING									
Purchasing Documents									
Status Reports									
Requests for Information									
Communication Records – phone, e-mail, memos, letters									

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