










Title	Information Technology Project Documentation
Type	Standard
Related Policy	Information Technology Project Management
Category	General
Status	Approved
Approved	06/03/2004
Revised	05/15/2008
To Be Reviewed	06/18/2017
Scope	Applies to projects covered by the Information Technology Project Management Policy.
Standard	<p>Project Managers must publish the following documents:</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"> 1 Project Concept Authorization.doc</div> <div style="text-align: center;"> 2 Project Concept Report.doc</div> <div style="text-align: center;"> 3 Project Initiation Authorization.doc</div> <div style="text-align: center;"> 4 PIP-PIR Template.doc</div> <div style="text-align: center;"> Alternative matrix.xls</div> <div style="text-align: center;"> CABQ Plan through RFP.mpp</div> </div> <p>The following documents are provided for guidance and assistance only:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Process flow.vsd</div> <div style="text-align: center;"> Project Org Chart.vsd</div> <div style="text-align: center;"> Description of PM Process.doc</div> </div>
Rationale	<p>The documents provided will ensure that City information technology projects uniformly apply the principles of good project management and documentation. This process will simplify the project review process by eliminating variance in the documentation.</p> <p>Also refer to: "A Guide to the Project Management Body of Knowledge (PMBOK® Guide)," Third Edition, ANSI/PMI 99-001-2004. Project Management Institute, 2004.</p>