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: Project Managers must publish the following documents:

1 Project Concept Authorization.doc  2 Project Concept Report.doc
3 Project Initiation Authorization.doc  4 PIP-FIR Template.doc  Alternative matrix.xls

CABIQ Plan through RFP.mpp

The following documents are provided for guidance and assistance only:

Process flow.vsd  Project Org Chart.vsd  Description of PM Process.doc

Rationale: 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.

Also refer to: