# Project Documentation Requirements

<table>
<thead>
<tr>
<th>PROJECT CLASSIFICATION</th>
<th>General Project Characteristics</th>
<th>DOCUMENTATION LEVEL</th>
<th>DOCUMENTATION REQUIRED</th>
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</thead>
</table>
| MAJOR                   | Greater than $1M                | Full                 | Project Initiation Questionnaire (PIQ)  
COV documentation (List supplied by IT) |
|                         | High Complexity                 | Full                 | Project Initiation Questionnaire (PIQ)  
COV documentation (List supplied by IT) |
| NON-MAJOR               | Less than or equal to $1M       | Standard             | Project Initiation Questionnaire (PIQ)  
Project Proposal/Charter  
Includes project definition, goals,  
outcomes, impact analysis (business and  
technical), risk assessment and  
approvals  
Project Plan  
Includes scope, deliverables, schedule,  
budget, risk management plan and  
communications plan  
Project status reports  
Project change control log  
Project test/acceptance plan  
Project completion/close report  
Operating documentation |
|                         | Medium Complexity               | Minimum              | Project Initiation Questionnaire (PIQ)  
Project Overview  
Includes purpose and outcomes  
Operating documentation |