

Information Technology Standard
Project Documentation Requirements

PROJECT CLASSIFICATION	General Project Characteristics		DOCUMENTATION LEVEL	DOCUMENTATION REQUIRED
MAJOR	Greater than \$1M		Full	Project Initiation Questionnaire (PIQ) COV documentation (List supplied by IT)
NON-MAJOR	Less than or equal to \$1M	High Complexity	Full	Project Initiation Questionnaire (PIQ) COV documentation (List supplied by IT)
		Medium Complexity	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
		End-user OR Low Complexity	Minimum	Project Initiation Questionnaire (PIQ) Project Overview Includes purpose and outcomes Operating documentation