

Project Documentation Requirements

June 2022

Project Classification	General Project Characteristics	Documentation Level	Documentation Required
MAJOR	Greater than \$1M OR High Complexity	FULL	Technology Solution Request (TSR) COV documentation All STANDARD documentation requirements
NON-MAJOR	Between \$1M and \$100K OR Medium Complexity	STANDARD	Technology Solution Request (TSR) Project Charter Project Schedule Budget Tracking Risk Register and Mitigation Plan Communications Plan Project Status Reports Project Test/Acceptance Plan Lessons Learned Project Closure Checklist Operating Documentation (Examples include User Guides/Standard Operating Procedures, Training Guides, Process Maps/Workflows, etc.)
	Less than \$100K OR Low Complexity	MINIMUM	Technology Solution Request (TSR) Project Charter Operating Documentation