

Project Notebook

The Project Manager will develop a Project Notebook for personal use. The notebook will have all of the pertinent and up-to-date documentation produced throughout the project. The notebook will ensure that the Project Manger always has the current data and is able to refer to it at all times and know the status of the project. The notebook should be carried with him/her at all times. At a minimum, the project notebook should consist of the following documents:

| Tab | Contents |
|-----|---------------------------------------|
| | Proposal |
| | Project Charter |
| | WBS |
| | Responsibility Matrix |
| | Project Directory |
| | Organization Chart |
| | Communications Matrix |
| | Scope Change Log |
| | Issues Log |
| | Action Items Log |
| | Current Status Reports |
| | Risk Management Plan |
| | Baseline Schedule & Cost |
| | Current Actual Schedule and Cost |
| | Other Project Documentation as needed |