

Project Management Pack



▶ Project Management Pack is included in the [Proposal Kit Professional Bundle](#)



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

Project Management Pack is part of the [Proposal Kit Professional Bundle](#).

Records Pre-Inventory Survey

The following are interviews conducted with key individuals who support the organization's records.

Date prepared: <<CurrentDate>>

Office maintaining the files:

Person conducting the inventory:

Person completing the survey:

Pre-Inventory Survey Questions:

Department Questions:

Function of the Business Unit:

- ◆ What is the function of the business unit?
- ◆ What programs and activities does this business unit oversee?
- ◆ What business units are responsible for developing policies?

The rest of the content has been removed from this sample. The entire 2 pages of the document are included in:

[Proposal Kit Professional](#)



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included in Proposal Kit Professional at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>