

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.

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Application for Records Retention Form

DEPT NAME:			
DEPARTMENT LOCATION:	<<Building>>		
DEPARTMENT MANAGER:	<<Name>><<Title>>	<<PHONE>>	<<Email>>
DEPARTMENT RECORDS LIAISON:	<<Name>><<Title>>	<<PHONE>>	<<Email>>

Describe the content of the records to be stored such as: Invoices, Contracts, Sales Orders, Bid Documents, Annual Review, etc.

List Record Types	Retention (i.e. 3, 7, 10 year)	Legal Regulations (SOX, HIPPA, PCI, etc.)	Media Type (Physical or Electronic)	Search Metadata	Access Requirements	Estimated Volume (pages or file size)
1. <<RECORD TYPE>>						
2. <<RECORD TYPE>>						
3. <<RECORD TYPE>>						
4. <<RECORD TYPE>>						

The rest of the content has been removed from this sample. The entire contents 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>