

# Project Management Pack



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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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# Analysis

## Volume summary

The attached **Exhibit A - Records Inventory Worksheet** for the detailed data of the Accounting Department volume and activities. From the inventory:

### ◆ Physical Documents

1. 470 linear feet of boxed documents
2. 288 linear inches of shelves

### ◆ Electronic Documents Stored in a Digital Format

1. 340,900 files
2. 580GB

### ◆ Forecast Storage Estimates

From the storage estimates, the following conversion table was used:

Description	Measurement	Volume	Unit
Linear Foot	One foot (loose)	1760	Paper
Linear Inch	One inch (tight)	180	Paper
Banker Box	10" tall x 12" wide x 15" long	2200	Paper
Vertical File Cabinet Drawer	One 24" drawer	3520	Paper
Lateral file cabinet Drawer	One 36" drawer	5280	Paper

The rest of the content has been removed from this sample. The entire 9 pages of the document are included in:

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# 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>