SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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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.

This document is meant for a description of the services your site will provide, broken down into individual functions. This is not an exact science, but we ask that you divide your services into individual routines that the programming can carry out. When creating your site, our developers do the same thing by bundling portions of code and arranging them by function. A simple framework for your ideas will speed us along. Many functions adhere to some simple archetypes. Please check off all that apply, if any do.

What functions are included in this site?

Users upload their own content/profiles/subsections of the site   ( )
Users can search databases for multimedia   ( )
Users can contribute to a general content area (e.g. blogs, forums)   ( )
Users can create content using the

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