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.

Governance Plan

The Governance Plan will serve to provide a unified, centrally administered approach to records management within <<Company >>.

The Governance Plan is the road map for the overarching content environment, architecture, system development, process, policy and decisions for the Records Management Program. This plan also identifies the area of ownership for <<Company >>'s information management group and identifies who is responsible for which areas of the Records Management Program. The Governance Plan sets the regulations and rules for the use of records and system environments so that the content to be managed is sustainable and grows in a consistent manner that is in line with <<Company>>'s goals and business requirements.

Governance Program Goals

<< Identify people, skills, ownership, leadership, organization, policies, procedures, and standards required to successfully administer and manage your information resources. >>

Records Program Committee

Contact List	Names	Responsibilities
Executive Sponsor		
Project Owner		
Department Managers		
Information Technology (IT)		
Records manager		
Legal		

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

 Proposal Kit Professional

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