

## 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.



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Records Management	agement Return On Investment Calculator					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Project Development						\$0.00
Records Inventory and Discovery						\$0.00
File Plan and Classification						\$0.00
Develop Policies and Procedures						\$0.00
Training						\$0.00
Change Management						\$0.00
Communication						\$0.00
Consulting						\$0.00
Implementation of ECM						\$0.00
Hardware						\$0.00
Software						\$0.00
Technical Support						\$0.00
Administration						\$0.00
RM Full-Time Employee						\$0.00
Running Costs (including licences)						\$0.00
Migrations						\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Licensing						\$0.00
Employee Productivity						\$0.00
Storage						\$0.00
Litigation and Audit Control						\$0.00
Business Process Automation						\$0.00
						\$0.00
						\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ROI	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

This project management document is only included in the <u>Proposal</u> <u>Kit Professional</u> product.

This sample has been truncated to only show the first part. The complete editable version of this document is included in the Proposal Kit Professional product found at:

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