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	Barrock			Location	Records Management	Vital Records?	Frequency	Medium	Content Management Metadata	Enterprise Search	Security Level	Valu	me of Record	ls
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l .	Accounts Receivable	Customer Involces	Vouchers - claims for		(Aerlan)			continuation?)	(10/10)			-		
R-15	Receivable		Vouchers – claims for payment, punchase onders, requisition for goods and services, accounts payable	Server A				Physical Paper /						
	Accounts Receivable	Insurance Certificate	accounts payable Insurance	Server A C'\\Finance\Receipts and Off Site Archives Server A C'\\Finance\Accounts Raceivable	Yes	ves	Owly	Electronic	No Yes	N/A	Hin	12467 13000	4	7 8
R-2				Receivable Off Site Archives	Yes	ves	Monthly	Physical Paper / Electronic	Yes	N/A	Hen.	25000		
R-3	Accounts Receivable	Reseller Agreement	Reseller Contracts	Off Site Archives Server A C'\/Finance\/Accounts Receivable Off Site Archives	Yes	See	Daile	Physical Paper /	Tes	N/A	line.	25000	,	
R-4	Accounts Receivable	RMA Request	Return Merchandise Authorization Requests	Off Site Archives Server A C'\/Finance\/Accounts Receivable			Ling	Physical Paper /	Yes	ayn.	Age.	13000	4	s
	Accounts Receivable	Tax Exempt Certificate		Off Site Archives Server A C'\\Finance\Accounts	Yes	ves	Daily	Electronic	Yes	N/A	rien.	1500	6	6
R-5					Yes	yes	Monthly	Physical Paper / Electronic		N/A	High			
8-6	Expenditure Records	Expenditure sheets	Expenditure sheets Cash books/sheets	Off Site Archives Server A C'\Financel/reports Off Site Archives Server A C'\Financel/reports C'\Financel/reports	Yes	yes	Ranely	Electronic	No	N/A	High	29000	s	13
R-7	Expenditure Records	Cain booklysheets		C:\\Financel/reports Off Site Archives	Yes	ves	Owly	Electronic	No	N/A	Hin.	21200		31.5
8-4	Expenditure Records	Petty cash	Petty cash records/books/sheets	Off Site Archives Server A C:\\Finance\reports Off Site Archives	Yes	See	Daily	Electronic	No	N/A	Hin	980		20
8-9	Expenditure Records	Petty cash receipts	Petty cash receipts	on site in room HG and Boxes at Storage Unit	Yes	See	Rarely	Physical Paper / Electronic	No	N/A	Hin	700	17	12
	Expenditure Records	Shipping and Post	Postal cash book/sheets; postage/courier account/cash records; register of postage expenditure; postage paid record; postage											
R-10			register of postage expenditure; postage paid record; postage	Server A C:\\Finance\Expenditur es\ log books & Off Site Archives				Physical Paper /						
R-11	Expenditure Records	Cash Report	Summary cash books	C:\\Finance\Expenditur	145	ves	Moreray	LINCTIONS	A00	N/A	Han	200	4	
	Expenditure Records	Creditor Report	Creditors' history records; lists/reports	es\ reports & Off Site Storage Unit Server A	Yes	ves	Monthly	Electronic	No	N/A	190	198	6	- 5
R-12				Server A C:\\Finance\Fxpenditur es\ reports & Off Site Storage Unit	Yes	ves	Monthly	Electronic	No	N/A	No.	207	6	
R-13	Statements	Account Statements	Statements of accounts outstanding; outstanding orders	Server A C:\\Finance\Statement s & Off Site Archives	_									
R-14	Statements	Account Payable Statements	Statements of accounts – rendered/payable	Server A	100	ves.	Monthly	a rectronic	no.	IN/A	resh	500		-
				s & Off Site Archives	Yes	ves	Monthly	Electronic	No	N/A	itien	200		- 6
R-16	Receipts and Revenue Records Receipts and	Employee Salaries Receipts Receipts Copies	Wages/salaries vouchers Copies of vouchers	Server A C:\\Finance\Receipts Historical Boxes in File	Yes	yes	Racely	Electronic Physical Paper /	No	N/A	High	790		16
R-17	General ledgers	General ledgers		Room 6A	Yes	ves	Ranely	Electronic	No	N/A	Hish	6500	19	23
R-18			General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published					L						
	General ledgers	Creditors General ledgers	information Creditors' ledgers	Historical Boxes in File Room 6A Historical Boxes in File	Yes	ores.	Daily	Physical Paper / Electronic	Yes	N/A	iso.	4500	11	14
R-19		-		Room 6A Server A C:\\Finance2007 -				Physical Paper /						
	General ledgers	General ledgers Contracts	Other ledgers (contracts, costs, purchases etc)	2011VGL Materical Boyes in Cile	Yes	ves	Daily	Electronic	Yes	N/A	Hish	7890	21	- 11
R-20				Room 6A Server A C'\/Finance\/2007 - 2011\/GL Server A	Yes	ves	Only	Physical Paper / Electronic	Yes	N/A	Histo	456		
R-21	Related records	Related records	Audit sheets - ledger postings	C:\\Finance\Expenditur es\ reports	Yes	wes.	Daily	Electronic	Yes	N/A	Heb	60		
R-22	Journals	Price Journals	Journals – prime records for the raising of charges	Historical Boxes in File Room 6A Historical Boxes in File	Yes	yes	Monthly	Physical Paper / Electronic Physical Paper /	Yes	N/A	High	265	14	
R-23	Journals Salances and	Routine adjustments incernals Balances and	Journals - routine subsequents Year-end balances,	Room 6A	Yes	ves	Monthly	Physical Paper / Electronic	Yes	N/A	Hish	2234	36	11
R-24	Balances and reconciliations	reconcilations annual report	Year-end balances, reconcilations and wariations to support ledger balances and	Server A C:\\Finance\annual										
0.35	Salaries and Related Records	Salary Records	Employee pay histories	reports. Server A C'\/Finance\/Payroll Historical Data in HR	Yes	ves	Daily	Electronic	Yes	N/A	Hish	9870		24
R-25	Salaries and Related Records	Salary Records	Salary rates register	Server A	Yes	ves	Monthly	Physical Paper / Electronic	Yes	N/A	Hin	20890	15	24
R-26	Related Records			C:\\Finance\Paynoll Historical Data in HR File cabinet	Yes	ves	Monthly	Physical Paper / Electronic	Yes	N/A	Hish	34500	14	17
R-27	Salaries and Related Records	Salary Records	Salary ledger cards/records	Server A C:\\Finance\Paynoll Historical Data in HR				Physical Paper /						
	Salaries and Related Records	Salary Records	Copies of salary/wages/payroll	File cabinet Server A C:\\Finance\Paynoll Historical Data in HR	Yes	ves	Monthly	Electronic	Yes	N/A	Hin	4677	- 6	10
R-28	Receipts and Revenue Records	Books		Historical Data in HR File cabinet	Yes	ves	Monthly	Physical Paper / Electronic	Yes	N/A	Hish	4323	7	12
R-29	Revenue Records		Receipt books; office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/records											
			publications, general receipt books/records	Accounting Software	Yes	ores.	Daily	Electronic	Yes	N/A	inn.	12347		12
R-30	Receipts and Revenue Records	Books	General remittance books/hecords	Accounting Software Accounting Software Copies in C:\\general receipts	Yes	yes	Daily	Electronic	Yes	N/A	Hip	13000		9
R-31	Receipts and Revenue Records	Books	Receipt books/records of imposts (stamp duty, VAT receipt books, etc.)	Accounting Software Copies in C:\\general										
	Receipts and Revenue Records	Books	irregular remittance books	receipts Accounting Software	Yes	yes	Daily	Electronic	Yes	N/A	Hgs	6743		9
R-32				Copies in C'\\general receipts Off site archives snyoice software Copies on Server B	Yes	yes	Onity	Electronic	Yes	N/A	Hgh	4325	s	
R-33	Revenue Records	Cash registers	Copies of register transactions	C:\\ Cash Registers &										
R-34	Revenue Records	Cash registers Reconciliation sheets	Reconciliation sheets	Off Site Archives Invoice software Copies on Server B C'\\ Cash Registers &	Yes	yes	Daily	Electronic	Yes	N/A	Hgs	22900		28
	Revenue Records	Cash registers audit rolls	Audit rolls	C'\\Cash Registers & Off Site Archives snyoice someone Cooles on Server B	Yes	yes	Daily	Electronic	Yes	N/A	High	12000		24
R-35				C:\\ Cash Registers & Off Site Archives Server A	Yes	yes	Onity	Electronic	Yes	N/A	Hgh	345	9	2
R-36	Revenue Records	Cash registers summaries/analysis seconds	Summaries/analysis records	Server A C:\\Finance\Reports & Off Site Archives snyoice somusire	Yes	yes	Daily	Electronic	Yes	N/A	High	3456	2	14
R-37	Revenue Records	Cash registers	Reading books/sheets	Copies on Server B			0-0-			***				
R-28	Revenue Records	Revenue records for Cash	Revenue cash books/sheets/records;	C'\\Cash Registers & & Off Size Archives invoice software Copies on Server B C'\\Cash Registers & Off Size Archives	165	yes	usily	szectronic	res	N/A	righ	14990	- 11	- 11
		Daily revenue records	receipt cash books (sheets Daily revenue dissections	L: (\ Cash Registers & Off Site Archives Invoice software	Yes	yes	Daily	Electronic	Yes	N/A	High	3467		s
R-29	Revenue Records			Copies on Server B C:\\ Cash Registers & Off Site Archives	Yes	yes	Daily	Electronic	Yes	N/A	Hgh	14500	2	19
R-40	Receipts and Revenue Records	Revenue records reports and reviews	Periodical revenue dissections	Server A C:\\Finance\nevenue										
n-40				Records Historical Data in File cabinet in room SH	Yes	yes	Monthly	Physical Paper / Electronic	No	N/A	Нур	467	17	
R-41	Receipts and Revenue Records	Debtory' records and invoices	Copies of invoices/debit notes rendered on debtors (invoices	Server A C:\\Finance\revenue Records	_									
n-41			paid/unpaid, registers of invoices, debtors ledgers, etcl.	Historical Data in File cabinet in room GH	Yes	yes	Monthly	Physical Paper / Electronic	No	N/A	Нур	345	15	
R-42	Receipts and Revenue Records	Debtors' records and invoices	Source documents/records used for raising of invoices/debit notes	Server A C:\\Finance\revenue Records										
н-42				Historical Data in File cabinet in room 6H	Yes	yes	Monthly	Physical Paper / Electronic	No	N/A	Нур	446	21	
R-43	Receipts and Revenue Records	Debts and refunds	Copies of invoices and copies of source documents	Server A C:\\Finance\revenue Records	_									
n-44				Records Historical Data in File cabinet in room GH	Yes	yes	Ranely	Physical Paper / Electronic	No	N/A	High	9678	7	7
	Receipts and Revenue Records	Debts and refunds	Records relating to unrecoverable revenue, debts and overpayments	Server A	_									
R-44			debts and overpayments (register of debts written off, register of refunds, etc)	C:\\Finance\revenue Records Historical Data in File				Physical Paper /			L			
	Stores and Services Records	Stones forecasting records	Goods forecasting records	cabinet in room GH Server A C:\\Finance\Service	Tes	yes	Monthly	Electronic	NO.	N/A	righ	9900	16	12
R-45				Records Historical Data in File	V		No. of the last of	Physical Paper /	_	***				
	Stores and Services Records	Stones records	Delivery dockets	cabinet in room GH Server A C:\\Finance\Service	res	yes	Monthly	Electronic	THE STATE OF THE S	m/A	mgi	11900	17	12
R-46				Records Historical Data in File	V		Marie Ma	Physical Paper / Electronic	_	***				
	Stores and Services Records	Stones records	Stock/stores control cards/sheets/records	cabinet in room GH Server A C:\\Finance\Service	Tes	yes	Monthly	snectronic	NO.	N/A	righ	29090	16	45
R-47				Records Historical Data in File										
	Stores and	Stores registered issue records	Stock/stores issue	cabinet in room GH and off site storage	Yes	yes	Daily	Physical Paper / Electronic	Yes	N/A	High	9870	23	20
R-48	Stores and Services Records	records	Stock/stores issue registers/records	C:\\Finance\Service Excosts				L						
	Stores and Services Records	Stones Inventory records	Inventory sheety/records, including	Historical Data in File cabinet in room 6H	Yes	yes	Daily	Physical Paper / Electronic	Yes	N/A	High	356	34	
R-49	Services Records		Inventories, stock reconciliations	Server B C:\\Inventory Historical Data in File				Physical Paper / Electronic			L			
R-S0	Stores and Services Records	Purchase order records	Purchase order books/records	cabinet in room SH invoice software Copies on Server B C'\\ Cash Registers &	165	yes	usily		res	N/A	righ	3434	18	13
	Stores and Services Records	Railway/courier consignment	Rallway/courier consignment	C'\\ Cash Registers & Off Site Archives Server A C'\\Finance\Shipping &	Yes	yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1654	3	11.5
R-51	Services Records Stores and Services Records	consignment books/oscords Travel Receipts	consignment books harmork Travel Receipts	Off Site Archives Server A	Yes	yes	Monthly	Physical Paper / Electronic	No	N/A	High	456	2	
R-52	Services Records			C:\\Finance\Expense\T ravel & Off Site Archives	Yes	yes	Monthly	Electronic	No	N/A	Hgs	641	a	
												340,900,00	470.00	580.00

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