



PROPOSAL KIT SAMPLE

SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Risks	Impact Area	Description	Mitigation Plan	Owner
IT Infrastructure	Cost	Servers are on older versions of Microsoft OS	Upgrade Servers	Content Architect
IT Infrastructure	Scope	Network bandwidth may not be able to handle large file sizes and heavy volumes	Latency testing prior to go live	Content Analyst and Administrator
IT Infrastructure	Timeline	Resources to upgrade servers to most recent OS	Meet with Content Architect to discuss priority and resources	Content Architect
IT Infrastructure	Cost	Server location hosted or cloud	Review with Governance Committee	Content Committee
Stakeholder Management	Cost	Lack of existing policies and procedures for content management	large scale inventory may need to be performed to develop a accurate retention policy	Content Manager
Resource Planning	Priority	May not have enough resources to work on priority tasks	some features may need to be put on the backlog and re-prioritized	Content Committee
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