



# PROPOSAL KIT SAMPLE

## SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

Scroll down to read the first part of this sample project management document. When purchased, the complete document is included in an editable format.

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.



[Click here to purchase Proposal Kit Professional](#)

Date	Name	Business Unit	Concern	What does success look like?	Role	Type of Involvement	Goals	Expectations	Risk Level	Communication Plan	Suggested Actions	Status
<<notification Date>>	<< Stakeholders Names>>	<<The business unit to which the stakeholder belongs.>>	<< Concerns of the individual stakeholder.>>	<<How will the stakeholder measure success for this concern?>>	<<The persons role within the content management project.>>	<<To determine the type and level of involvement use the RAC Template.>>	<<Summarize the goals of the stakeholders concerns.>>	<<List the stakeholders expectations for the outcome.>>	<<Risk level of the concern. Risk should be added to the Risk Mitigation Plan .>>	<<List the frequency and methods of communication for the stakeholder as detailed in the Communication Plan. (i.e. frequent, infrequent, email, meetings, phone calls, etc..)>>	<<Actions to maintain and or achieve stakeholder satisfaction.>>	<<List current status of the concern (active, resolved, and pending action.>>
8/12/2012	Jane Doe	Accounting	Concern that organization will create technical debt by not upgrading workstation operating systems and trying to deliver the product before all work is complete.	Decision document to consider implications of not upgrading workstation OS	Primary stakeholder and champion.	Member of the governance committee and accountable for departments content	Accurate budget	Upgrade desktop OS to latest version	Medium	Frequent bi-weekly meetings and email communication	Develop Options Document	Active

---

This project management document is only included in the [Proposal Kit Professional](#) 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:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

