

SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Date	Name	Business Unit	Concern	What does success	Role	Type of	Goals	Expectations	Risk Level	Communication Plan	Suggested Actions	Status
< <notification date="">></notification>	<< Stakeholders Name>>	< <the business="" th="" to<="" unit=""><th></th><th>look like?</th><th></th><th>Involvement</th><th><<summarize goals="" of<="" th="" the=""><th>· ·</th><th><<risk concern.="" level="" of="" risk<="" th="" the=""><th><<list and<="" frequency="" th="" the=""><th></th><th><<list current="" of="" status="" th="" the<=""></list></th></list></th></risk></th></summarize></th></the>		look like?		Involvement	< <summarize goals="" of<="" th="" the=""><th>· ·</th><th><<risk concern.="" level="" of="" risk<="" th="" the=""><th><<list and<="" frequency="" th="" the=""><th></th><th><<list current="" of="" status="" th="" the<=""></list></th></list></th></risk></th></summarize>	· ·	< <risk concern.="" level="" of="" risk<="" th="" the=""><th><<list and<="" frequency="" th="" the=""><th></th><th><<list current="" of="" status="" th="" the<=""></list></th></list></th></risk>	< <list and<="" frequency="" th="" the=""><th></th><th><<list current="" of="" status="" th="" the<=""></list></th></list>		< <list current="" of="" status="" th="" the<=""></list>
		which the stakeholder belangs.>>	individual stakeholder.>>		within the content management project.>>	type and level of	the stakeholders	expectations for the outcome.>>	should be added to the Risk Mitigation Plan.>>	methods of communication for the stakeholder as detailed in the Communication Plan. (i.e. frequent, infrequent, email, meetings, phone calls, etc)>>	achieve stakeholder	concern (active, resolved, and pending action.>>
				<u> </u>	<u> </u>							

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