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.

Task List <<CurrentDate>>

The following is a list of tasks to be performed for
<< Insert project/reason for this list here. >>

Creative and Presentation Layer Tasks:

1. <<Company>> will create two flat mock-ups of design concepts for you to review.

2. <<Company>> will develop a final third mock-up based on one or more elements in the mock-ups provided based on client feedback.

3. If client desires additional mock-ups to be produced, <<Company>> is able to produce those for an additional charge.

Architecture and Development Tasks:

1. <<Company>> will deploy << Insert system description >> on a development server or demo area on client's existing web server for purposes of development.

2. <<Company>> will "skin" the << Insert system description >> to allow the various pages, categories and sections – allowing content to then

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