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.

User Acceptance Testing

Date	User Group	Business Group	Bug Type	Issue Description	Steps to Reproduce	Prioritize	Assigned To:	Acceptance Criteria	Change Request	Status
<<UAT Date>>	<< UAT Session or User Group>>	<<The business unit to which the tester belongs.>>	<< select the issue type.>>	<<Short overview of the bug or enhancement>>	<<Detailed steps to reproduce the bug or desired outcome>>	<<Prioritize High, Medium, or Low.>>	<<Owner of the Bug>>	<<Expected Results>>	<<In or out of Scope>>	<<List current status of the Bug or Enhancement (active, resolved, and pending action.>>
<< Date>>	View Only	<<Sales Department >>	Functional Issue	<<unable to view records in the project classification>>	<<browse to sales classification and no records are viewable>>	<<High>>	<<System Administrator>>	<<Ability to view project documents>>	<< In Scope>>	<<Active>>
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Select a Group	Select a Category
View Only	*Custom Code Issue*
Content Manager	Environment Issue
Power User	Functional Issue
Admin	Enhancement

(repeated header at bottom)

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