

Project Guidelines

Project Contents

Section One: Introduction

- ❑ About the organization
- ❑ Introduction to the project

Section Two: Project Initiation

- ❑ Develop a business case
- ❑ Undertake a feasibility study
- ❑ Establish the terms of reference (TOR or project charter)
- ❑ Appoint and manage the project team
- ❑ Develop project WBS

Section Three: Project Planning

- ❑ Project time plan (combine with MS-Project)
- ❑ Resources plan (combine with MS-Project)
- ❑ Financial plan
- ❑ Risk plan
- ❑ Communication plan

Section Four: Project Performance, Closing & Auditing

- ❑ Assess project performance
- ❑ Perform “Project Audit” plan
- ❑ Prepare for project closing and hand-over

Section Five: Project Reports Using MS-Project

Section Six: Project Conclusion & Recommendation

Section Seven: Appendix

NOTE: The project document should be in a professional format including the following structure:

1. Cover page (professional looking)
2. Table of content
3. List of figures
4. List of tables

5. Executive summary
6. PM Body of Knowledge (section One – Seven)