## **SOFTWARE PROJECT DOCUMENTATION**

| PROJECT NAME | PROJECT MANAGER |  |  |
|--------------|-----------------|--|--|
|              |                 |  |  |

| REQUIRED DOCUMENTATION      | PURPOSE | REQUESTED BY | QUANTITY<br>NEEDED | DATE<br>REQUESTED | DATE<br>NEEDED | ASSIGNED TO | RECEIVED | DATE<br>RECEIVED | LOCATION |
|-----------------------------|---------|--------------|--------------------|-------------------|----------------|-------------|----------|------------------|----------|
| PLANNING                    |         |              |                    |                   |                |             |          |                  |          |
| High-Level Requirements     |         |              |                    |                   |                |             |          |                  |          |
| High-Level Design Document  |         |              |                    |                   |                |             |          |                  |          |
| Low-Level Requirements      |         |              |                    |                   |                |             |          |                  |          |
| Low-Level Design Document   |         |              |                    |                   |                |             |          |                  |          |
|                             |         |              |                    |                   |                |             |          |                  |          |
| QUALITY ASSURANCE           |         |              |                    |                   |                |             |          |                  |          |
| Testing Plans and Standards |         |              |                    |                   |                |             |          |                  |          |
| Test Types and Parameters   |         |              |                    |                   |                |             |          |                  |          |
| Test Results Documentation  |         |              |                    |                   |                |             |          |                  |          |
|                             |         |              |                    |                   |                |             |          |                  |          |

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|--------------------------|---------|--------------|--------------------|-------------------|----------------|-------------|----------|------------------|----------|
| USER DOCUMENTATION       |         |              |                    |                   |                |             |          |                  |          |
| System Document          |         |              |                    |                   |                |             |          |                  |          |
| End-User Guides          |         |              |                    |                   |                |             |          |                  |          |
| Installation Guides      |         |              |                    |                   |                |             |          |                  |          |
|                          |         |              |                    |                   |                |             |          |                  |          |
| RELEASE                  |         |              |                    |                   |                |             |          |                  |          |
| Final Report             |         |              |                    |                   |                |             |          |                  |          |
| Monthly Project Schedule |         |              |                    |                   |                |             |          |                  |          |
|                          |         |              |                    |                   |                |             |          |                  |          |
| ONGOING                  |         |              |                    |                   |                |             |          |                  |          |
| Other                    |         |              |                    |                   |                |             |          |                  |          |
|                          |         |              |                    |                   |                |             |          |                  |          |

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