

# Top Project Documentation Templates

**Team FME**



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Helen Bristoll

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## Introduction

The role of a project manager has become more complex and the breadth of skills an individual must have to succeed has expanded considerably. You can no longer just be a subject expert you must have a working knowledge of key management skills.

Being able to adapt generic templates to suit the needs of your specific project is an essential part of any project managers '*tool kit*'. These templates offer you the following benefits:

- Save you time because you are not starting with a blank sheet. This ensures that you are productive and efficient.
- Easy to modify and adapt to suit the exact needs of your project.
- Provide a simple checking mechanism when writing the functional area management plans for your project. This ensures that you don't forget anything vital.

Project managers must have excellent written and verbal [communications](#) so they can express themselves competently when discussing:

- [Financial](#) principles and statements
- [Strategy](#) and planning
- [Project Management](#)
- [Leadership](#) and [productivity](#)
- [Sales](#) and [marketing](#)

Being able to express your decisions and requirements in the language of each discipline above has become a basic requirement of any manager.

Knowledge in the form of market intelligence is the life-blood of organizations and managers are constantly asked to supply such data to aid in the analysis of the internal capabilities of an organization.



Our FREE management resources will help you acquire the level of such skills needed to perform your role effectively.

Whether you need the detail of an eBook, the guidance of a checklist or template to help you perform and manage a specific task <http://www.free-management-ebooks.com> website has a free resource you can download onto your PC, Mac, laptop, tablet, Kindle eBook reader, iPhone or Smartphone.

## Top Project Documentation Templates

The following templates are the most popular downloads requested on our website and each one will help you to perform your role more efficiently.

**Assumption Log**

**Change Request Register**

**Issues Log**

**Project Risk Register**

**Risk Log**

**WBS Dictionary**

You no longer have to create your own template or wonder if you've thought of everything you need to do to perform a task the knowledge you need is at your fingertips.

1. [Assumption Log](#)
2. [Change Request Register](#)
3. [Issues Log](#)
4. [Project Risk Register](#)
5. [Risk Log](#)
6. [WBS Dictionary](#)

Before each template there is a description of how it will aid your performance and some background information to clarify its purpose if you are using it for the first time.



## Assumption Log Template

This [Assumption Log](#) template will help you to identify and document the assumptions that have been made as part of your project plan and which phase it affects. Each assumption must have an owner who is responsible for validating it by a specified date. The log is continually updated as the status of each assumption is altered and any associated actions completed.

When planning your project a vital part of your planning is to record all the assumptions that have been made as part of this process. By creating an assumption log as part of your projects documentation your stakeholders, sponsors, third parties and other project team members are aware of exactly what assumptions and statements have been made as part of the decision making process during the project planning phase.

### Assumption Log enables

Stakeholders,  
Sponsors, Project  
Team & 3rd Parties

aware of the EXACT  
assumptions &  
statements

made during the  
Project Planning  
phase.

This log is an evolving project document, which means that it is continually being amended and added to as each unique assumption alters as the project progresses and its associated actions are finalized. Our free assumption log template provides you with a pre-determined format to enable you to manage and record this aspect of the planning process. It is laid out in a way that allows you to alter any aspect of it so that it matches your exact project needs.

As with all project documents the project name and manager along with a date the log was created are essential items on the template. Then an individual identification number is allocated to each assumption and the

phase or work package it applies to. There is also a detailed description of what has been assumed and why.

A vital part of your assumption log is to assign an actual owner to each of your project assumption ids. That person is responsible for proving, along with any necessary assistance, that it is a valid assumption and that individual has to accomplish this by a specified date. Depending on the nature of your project the owner may also be responsible for monitoring and reporting on this assumption and its evolution throughout the project or work level. This will be defined as part of your project reporting processes and procedures.

The final section of this template records the status allocated to each assumption, this often described as high, medium or low. As part of this status any required action resulting from the specific assumption is noted on this log and monitored as part of the project management reports.

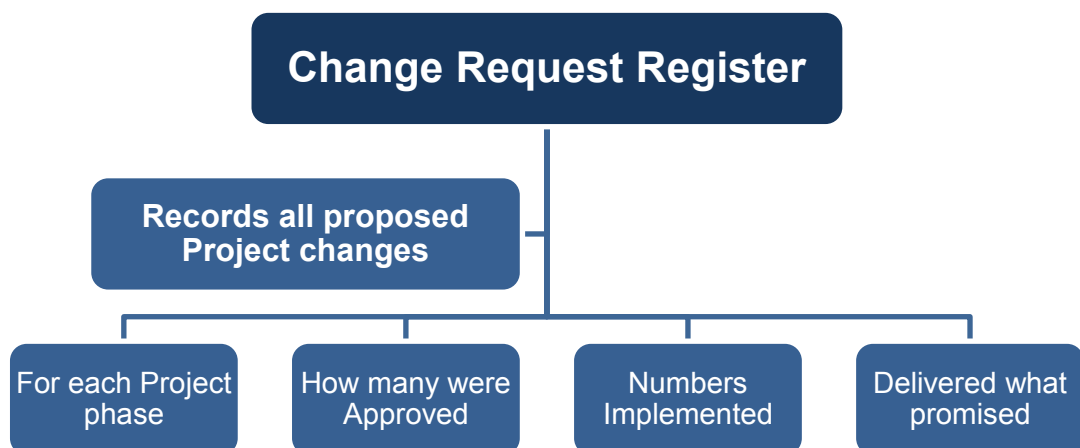
Download your own copy of [Assumption Log](#) template.

## Change Request Register Template

The [Change Request Register](#) template keeps a record of all changes requested during the lifecycle of a project and the acceptance (or not) into the project with comments as appropriate.

An important area of any project is that of change management and the associated procedures and policies that are required to ensure the project is efficiently run from inception to closure. Without good documentation in this area of your project you will be unable in your project review to fully assess how well prepared and researched your plan was.

An essential document for any project is the change request register. This keeps a logical record of all changes requested during the lifecycle of your project. It will also help you to assess how many of the proposed changes were actually implemented into your project plan and whether or not they delivered what they promised to in terms of the benefits to the project as a whole or specific aspect or work package.



In addition to keeping a list of uniquely identified change requests it is important that the register also lists or describes the reasoning behind the decision for each change request. Our free template enables you to record and manage the change requests your project will receive throughout its duration.

The first section of the template requires the project title and the date it gain approval to commence along with the ability to record the number of pages your register accumulates over the projects duration. The main body of the stores the relevant information pertaining to each change against its unique identification number along with the type of change it is e.g. technical, functional, financial, quality etc. and the name and job title of the person formally making the request.

This template is of a general nature and you may need to modify or rename its headings so that they are more suited to your own project. Each change request will then record the date of its submission to your project team or Change Control Board (CCB), the date a decision was made and the status it was assigned as a result.

The final field records any comments that will aid the understanding of anyone reading or reviewing the register on how and why the decision was reached.

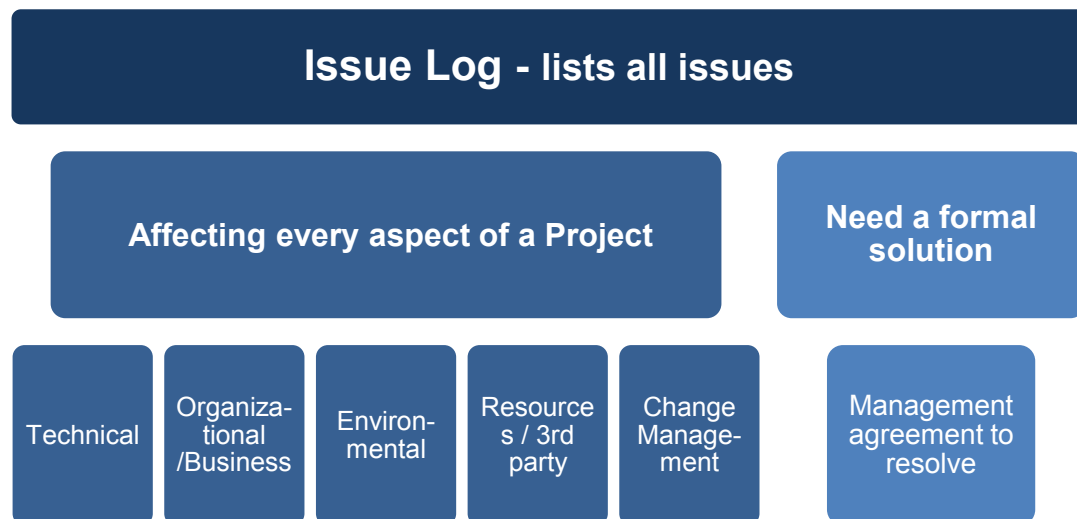
Download your own copy of [Change Request Register](#) template.

## Issues Log Template

This [Issues Log](#) template is designed to help you to identify and record issues that are impacting on the project. It also details who is responsible for implementing the agreed resolution. Many of these issues are related to the project team and their day-to-day progress. The log only records issues that cannot be sorted out informally.

By proactively managing issues that arise throughout the life of a project prolonged delays can be avoided, conflicts can be diffused before they become destructive and the end product will continue to meet end-user needs. This log tracks, analyzes and assigns a criticality to each issue that is drawn to the attention of the project manager.

Every project team needs a dependable way that they can highlight and discuss issues that occur during the project. An atmosphere of openness is needed in any project so that any member feels they can raise a concern that will be discussed and reviewed. The issue log enables this to occur in a structured and objective manner.

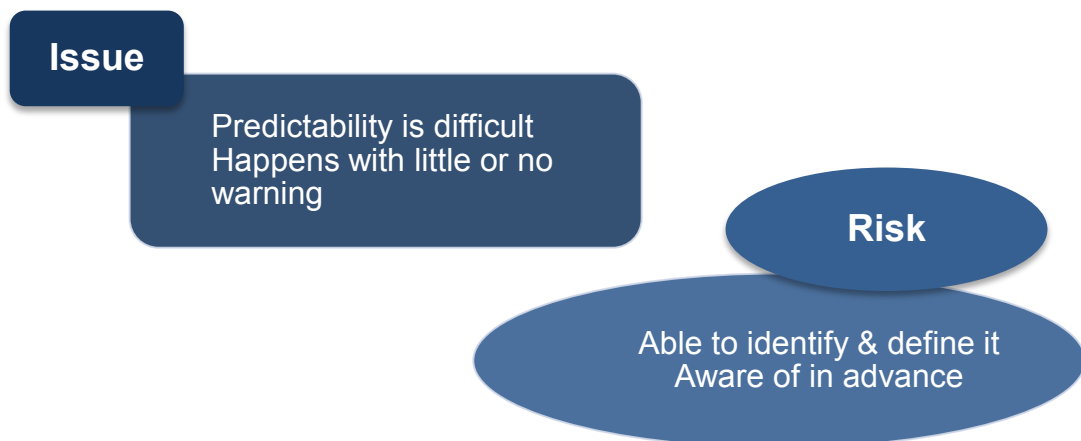


Issues can mean many things from lack of a key resource, staff joining the team late, technical failures to contract problems with third parties etc. They are not just problems but inconsistencies that occur as a project progresses, this may be gaps between work packages or schedules. All items referred to

as an 'issue' if they are not addressed they will sabotage the project in any way.

It is one of the key documents a project manager requires as part of the overall monitoring process to ensure the smooth execution and implementation of a project. It integrates with several project management plans and is anything that will impact on the continuation of the project. The record created by this log provides historical evidence of what issues occurred, how they were resolved and the impact it had on the project.

One of the key benefits of issue management and its log is that ability to assign the responsibility for an issue's resolution to a single individual and set a target date for it to be resolved by.



An issue is something that has actually happened. It may or may not result from a previously identified risk, but it is something that must be addressed and remedied. (Unlike risk which is something that may or may not happen at some point in the future.) The log is the best method for bringing issues that cannot be resolved informally to management attention to assist in resolving the problem.

The issue log is a key document that will be referred to and used in other individual project management plans. It records the common understanding of identified problems that have happened and the process set out in

this communications plan ensure that all necessary people are kept informed of how the resolution is progressing.

It forms the backbone of intelligence for a project manager along with cost forecasts, work performance reports and schedule forecasts, telling him or her how their project is performing against its objectives. It is also the document that forms the bedrock of how a project manager identifies problems of various sorts.

- Firstly how these are affecting the team's ability to perform as a cohesive unit.
- Secondly, stakeholder's interests may be affected by the issue, which could impact the level of support they give to your project as it progresses.

Download your own copy of the [Issues Log](#) template.

## Project Risk Register Template

The [Project Risk Register](#) template enables you to record the potential risks faced by your project and to assign a likelihood of them occurring and a level of severity in terms of impact. It is important that all involved in the project have an understanding and appreciation of how to deal with potential and real risks it could face throughout its life-cycle and that they are carefully documented.



Keeping a complete and accurate record of all the 'risks' your project faces, both real, potential and probably can be achieved through your project risk register.

This template is more than just a list of potential risks that can be identified by a unique identification number and description. It provides a record of a calculated likelihood of the risk occurring and assigns a level of severity to each Id, which relates to the type of impact it would have on the projects continuation and ultimate completion.

In instances where you are managing a complex or business critical project you may also want to include an additional layer of assessment in your risk register. You may need to record and grade each risk in terms of how difficult it is to actually detect. It may be important for you to also record and have documented in your risk register an overall ranking of each risk. This will enable you to focus on those risks that have a critical and serious



impact on your project. You may even choose to have specific project reports tailored to assist in recognizing the warning signs of these risks.

For many project managers the final aspect they want recorded within their risk register is an overall ranking, such as critical, serious, modest or trivial attached to each risk. This ranking then enables you to allocate the resources and time you spend monitoring and managing risks appropriately. As with all our free templates you are able to alter and amend it to suit the particular nature of your project.

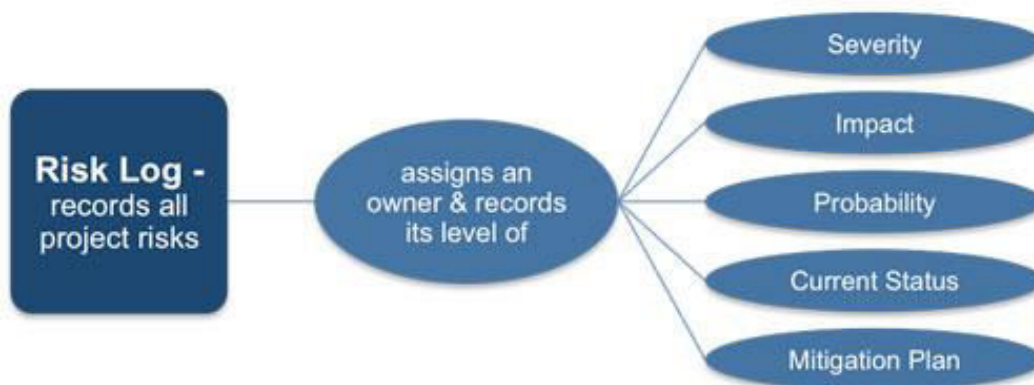
Download your own copy of the [Risk Register](#) template.

## Risk Log Template

The [Risk Log](#) template outlines the way you can record the risks that have been identified as they relate to a specific project. It works in conjunction with the risk register and forms a key part of the monitoring and reporting on a project's associated risks. It will also be an appendix to the risk management plan.

It ensures that each risk has an owner and that there is a plan how to avoid, mitigate, accept or transfer that risk to a third party. The work breakdown structure (WBS) document is an essential inputs to this log.

The management of risk is an essential aspect of any project no matter its size and the risk log is the document that tracks those risks throughout the projects lifespan. All projects exist in an evolving environment so change is almost inevitable and keeping a watchful eye on how each change alters the potential risks is imperative.



The initial probability and severity of an identified risk can alter as the project progresses and it is vital that someone is assigned the responsibility of assessing how the project changes impact a certain risk and informing the project manager appropriately.

The risk log is an essential management tool as it helps a project manager assess and track the 'influence' a specific change or event will have on the overall project objective. Before this document can be created there are several key aspects that must be defined as part of the planning process.

- Firstly, the roles and responsibilities as they apply to both potential and possible project risks must be allocated and approved. Then a unique ID is given to each risk for tracking and planning its mitigation if needed.
- Secondly, the outlines of the resources, cost and schedule baselines must be available so that the minimum and maximum requirements of each are known and risk can be properly assessed.
- Thirdly, WBS, associated details and performance measures to be used during the project must have been confirmed for risks to be accurately gauged.

The risk log is one of the fundamental risk management documents because it records the monitoring of each risk and what action has been taken in connection with it at the time of the report being issued. The project manager is the overall owner of this document and it will be a standard agenda item on any project team meetings.

The risk log will be a key document used during the review of the project after its closure. There are likely to be many issues raised as part of risk management that will aid more accurate risk estimation and identification for future projects. It also helps to appraise what conditions are likely to trigger similar risks in other projects so that better plans can be put into place from the outset.

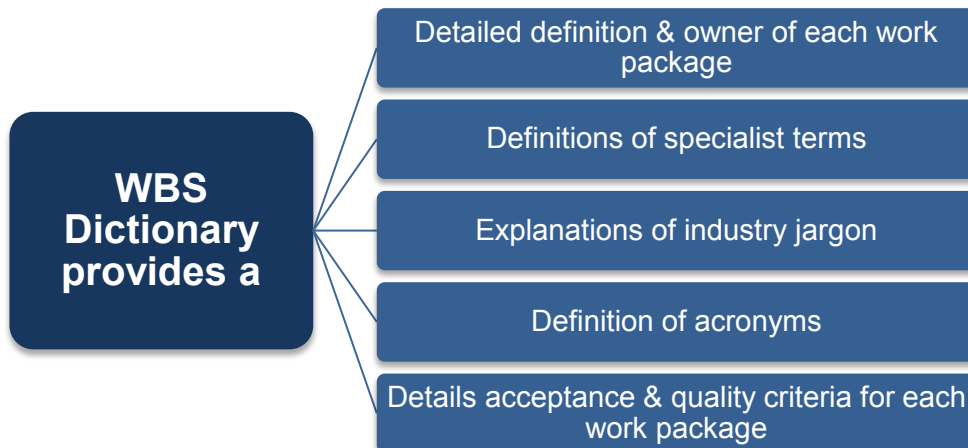
Download your own copy of the [Risk Log](#) template.

## WBS Dictionary Template

This [Work Breakdown Structure \(WBS\) Dictionary](#) template enables you to identify the complete project requirements and their details for each work package. It is an important document because it enables those who are responsible for producing a work package to understand the exact scope of this work.

This template allows you to identify and define the complete requirements of your project, even down to the detail of each work package including its unique id, description, its level within the project and who 'owns' this package. The owner of a work package can be an individual or an organization.

During the stage when you produce your project scope as part of the project plan you need to ensure that anyone involved with the project, whether for a specific phase, or its whole duration, has the same level of comprehension. The definitions included in your dictionary enable each group of people within the project team, or the contracted organization, to have a complete picture and a common understanding of what a specific work package entails.



The WBS dictionary will describe in detail what the exact scope of each work package is. It will contain definitions of any specialist term, industry jargon or acronyms that are used.

This document plays a vital role in the success of your project because it classifies to all individuals involved in your project the planned milestones', required resources and estimated cost for each package. It also provides a detailed description of each work packages acceptance and quality criteria so that all involved known how to define when an item of project work is complete.

It also plays a key role in the success of communications throughout the project team, stakeholders and third parties, as it is the definitions it contains that will be used in the WBS report. This report communicates the progress of the project at the work package level stating whether it is on schedule, ahead or delayed. It also allow you to manage expectations of the various parties involved in a project you will be able to develop and nurture their continual support and backing till the project is formally closed and handed over to the end user.

Download your own copy of the [WBS Dictionary](#) template.

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