# Level 1 Project Documentation

## [Project Name]

### TAC 216 Companion Guide Version: [Version]

### Project Start: [Date]

### Projected End: [Date]

**Level 1 Project Documentation**

**Note to the Author**

Use this template to help you document information about a Level 1 Project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the sections.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the sections.

**Please delete this text before finishing this document.**

#### Project Purpose

<What do the sponsor, stakeholders and organization want this project to accomplish? Provide a brief summary of the project. Include the person requesting the project, the project’s purpose, and what the project will achieve when it finishes.>

#### Project Value

<What business value does this project provide to the stakeholders? How does this project reduce costs, drive efficiency, and/or add value? Please describe the business value stakeholders will gain when the project finishes.>

#### Complexity and Risk Assessment Level

<Provide the Complexity Assessment project level. If you chose to manage the project as a Level 1 project when it scored at a different level, list the reasoning for the change.>

Complexity Assessment Project Level:

#### Deliverables

<What will this project produce? Deliverables are tangible products, processes, or things that the project will produce. They describe what is included in the scope and what the sponsor and organization will receive when the project is finished. The deliverable’s owner should be a single person. List the deliverables below. You do not need to include project management deliverables in this list.>

| Deliverable | Description |
| --- | --- |
| [Name] | [A new service]  [Recommendations on new automation]  [A feasibility study]  [A new product]  [A new voice response system] |
|  |  |
|  |  |
|  |  |
|  |  |

#### Estimated Work Effort

<How many hours will it take to complete the project? List the estimated completion time in hours.>

#### Project Milestones

<List the milestones that will be used to measure the project’s progress.>

| Milestone | Begin Date | End Date |
| --- | --- | --- |
| [Project Kick-off] | [Date] | [Date] |
| [Development] | [Date] | [Date] |
| [Testing] | [Date] | [Date] |
|  |  |  |

#### Risks

<Risks are uncertain events or conditions that can positively or negatively impact the project if they occur. List known or anticipated risks. Include what you will do if the risk occurs.>

* [If we are unable to implement prior to Fall 2017 semester, we will need to continue the current program until the implementation can be completed.]

#### Assumptions

<Assumptions are people, resources, or behaviors you believe will be available during the project. List known or anticipated assumptions.>

* [IT support staff will be available to work with the functional users and the Vendor to complete implementation by the requested timeframe.]

#### Constraints

<List known or anticipated constraints impacting the project. Constraints place limits on the project, usually to project milestones, cost, or quality.>

* [A process needs to be identified and approved by Banner Governance to place a registration hold for students that have not completed mandatory training.]

#### Project Team

<Identify team members who will be involved in the project.>

| Role | Name | Email |
| --- | --- | --- |
| Project Sponsor | [Name] | [name@domain.com] |
| Project Manager or Project Coordinator | [Name] | [name@domain.com] |
| [Core Team Member] | [Name] | [name@domain.com] |
|  |  |  |
|  |  |  |
|  |  |  |

#### Lessons Learned

<When the project work is complete, assemble the sponsor, those who worked on the project and key stakeholders. Ask them what went well, what could be done differently next time, what unexpected risks or issues did the project have to deal with, and how do processes need to change to better meet project goals. List at least two or more things that went well and two or more things that could have been done differently. As an alternative, begin gathering lessons learned informally as soon as the project begins. When the project work is complete, assemble the sponsor, those who worked on the project and key stakeholders for a lessons learned meeting>

Lessons Learned Participants

* [Participant 1]
* [Participant 2]
* [Participant 3]
* [Participant 4]

| Area | Things That Went Well | Things To Do Differently |
| --- | --- | --- |
| [List the project area triggering a lesson learned (e.g., project management, development, procurement, communication, stakeholder involvement, quality)] | [Describe what went well.] | [Describe what could be done differently.] |
|  |  |  |
|  |  |  |
|  |  |  |