

## Document Templates Index

The following document templates are available for use in one or more paths through the Project Solution Suite. Many of these templates are optional. Refer to the appropriate Standard Project Template for the documents templates that may be needed for a particular project.

MP-01 Project Proposal	To act as the initiator for a project
MP-05 Project Register	To act as the database of record for all projects, whether proposed, in progress or completed
MP-10 Project Mandate	To indicate initial senior management guidance on a proposed project
MP-20 Project Repository Index	To indicate the structure of the project document repository
MP-21 Project Contact List	An aid to project managers on projects with many stakeholders
MP-22 Project Appointments	To reflect historical and current appointments to all project roles.
MP-22A Project Executive Appointment	Role description and acceptance by incumbent
MP-22B Project Manager Appointment	Role description and acceptance by incumbent
MP-22C Senior User Appointment	Role description and acceptance by incumbent
MP-22D Senior Supplier Appointment	Role description and acceptance by incumbent
MP-23 Project Brief	The initial definition of project scope
MP-24 Risk Log	To act as the database of record of project risks, their mitigation plans, owner and current status
MP-25 Project Approach	To indicate the high-level strategy as to how the project's objectives will be achieved
MP-30 Daily Log	An aid to project managers on projects where verbal instructions are the norm
MP-31 Correspondence Log	An aid to project managers on projects where the likelihood of litigation is high
MP-36 Product Description	The specification of a key product of a Stage