**MANDATORY CONTENT ELEMENTS OF PROJECT DOCUMENTATION**

**1. Project founding document (max. 1-2 pages)**

* the name of the project
* planned budget
* planned start and end time or lead time
* project manager's name, team members
* product requirements / success criteria
* milestones

**2. Project schedule in Gantt chart format**

**3. Project resource plan**

**4. Project cost plan**

**5. Final project document (experience of implementation)**