

Project Document Checklist

Good Practice Element	Checklist		
<p>Data Capture and Recording</p> <p><i>Feedback should be collected in a systematic manner and captured via consistent methods. The process should ensure feedback is protected until it can be electronically stored.</i></p>			
<p>A number of documents are created during projects, these include:</p> <ul style="list-style-type: none"> • Memos • Letters • Discussion documents • Reports • Drawings • Financial statements • Status reports • File notes • Technical documents <p>Project documents need to be timely, accurate and well presented.</p>			
	Y	N	Comments
Is it clear at a glance what the document is about?			
Are headings and sub-headings in place?			
Has the content been validated?			
Can charts and tables be used to support the text content?			
Are all pages numbered correctly?			
Does the document comply with company style guides and standards?			
Does the document need to be classified in a specific way?			
Has version control been applied?			
Has the target audience been identified?			

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Has the document been checked for each of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Clarity <input type="checkbox"/> Presentation <input type="checkbox"/> Errors and mistakes <input type="checkbox"/> Confusing meanings <input type="checkbox"/> Inconsistencies <input type="checkbox"/> Grammar and spelling 			
Have information sources been validated?			
Are storage and retention requirements clearly defined?			