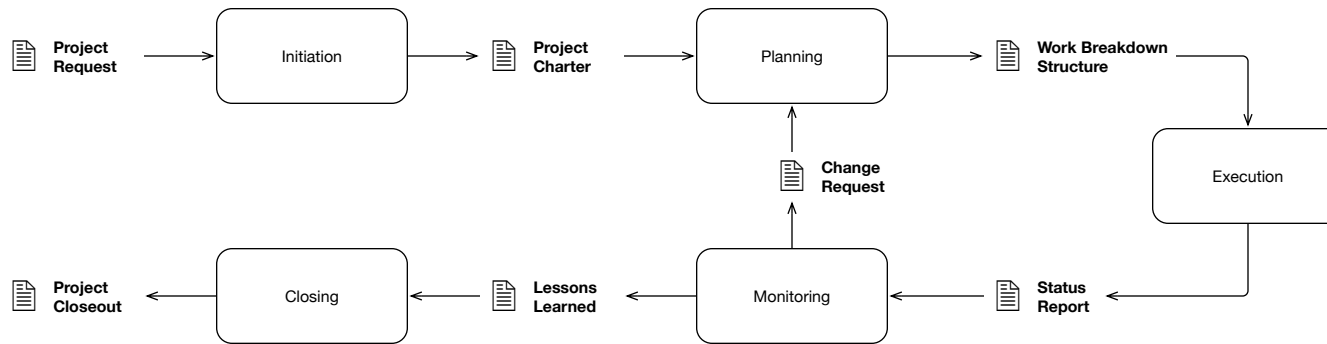




Project Request
A project request is an initial submission that identifies a need, opportunity, or problem and proposes that a project be considered to address it.

Project Charter
A project charter is a formal document that authorizes the project, defines its high-level objectives, scope, stakeholders, and assigns the project manager with authority to begin work.

Work Breakdown Structure
A Work Breakdown Structure (WBS) is a hierarchical decomposition of the total project into smaller, manageable tasks that support assignment, tracking, and control of work.

Project Closeout
A project closeout document is a formal record that confirms the project has been completed and outlines how it was finalized.

Lessons Learned
Lessons learned is a documented collection of insights, successes, and challenges identified during the project to improve future project performance and decision-making.

Status Report
A status report is a recurring update that communicates the current progress of the project, including accomplishments, key metrics, issues, risks, and upcoming work.

Change Request
A change request is a formal proposal to modify an approved project, such as scope, schedule, cost, or deliverables, which is evaluated before approval or rejection.

Seven transition documents to manage a project

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