

## Appendix M Project Folders Structure

### Information Technology Division - Business Services Project Repository Structure Standards – Version 1.0

<b>Folder</b>	<b>Document</b>
Admin & Budget	Internal Project Request Form
	<a href="#">T.P.I.D. Form</a>
	<a href="#">ROI Instructions / Workbook</a>
	<a href="#">Project Organization Chart</a>
	<a href="#">B-2-B Network Access w/HIPAA</a>
Change Management	<a href="#">Contract Services Request</a>
	<a href="#">Change Request Form</a>
Closing & Post-Implementation Review	<a href="#">Change Request Log</a>
	<a href="#">Deliverable Acceptance</a>
	<a href="#">Project Acceptance</a>
Communication Management	<a href="#">Post Project Review / Lessons Ld.</a>
	<a href="#">Communication Plan and Map</a>
Issue Management	<a href="#">Issue Log</a>
	<a href="#">Issue Report</a>
Meeting Agendas & Minutes	<a href="#">Agenda</a>
	<a href="#">Meeting Minutes</a>
	<a href="#">Discussion Notes</a>
Project Deliverables	<a href="#">Business Requirements</a>
	<a href="#">Business Case Portfolio</a>
	<a href="#">Business Process Flows</a>
	<a href="#">Functional Design Specifications</a>
	<a href="#">Requirements Traceability Matrix</a>
	<a href="#">Data Retention Form</a>
	<a href="#">SaaS Vendor Questionnaire</a>
	<a href="#">Third-Party Solution Check-list</a>
<a href="#">User Acceptance Test Plan / Case</a>	
Project Plan & Milestones	<a href="#">Milestones</a>
	<a href="#">Project Plan (Schedule)</a>
Risk Management	<a href="#">Risk Management Plan</a>
	<a href="#">Risk Management Action Plan</a>
	<a href="#">Risk Management Log</a>
	<a href="#">Risk Assessment Report</a>
	<a href="#">Risk Assessment Worksheet</a>
Project Status Reports	<a href="#">Project Status Report</a>
	<a href="#">Contractor Weekly Status Report</a>