

# Tool Tracker

<u>Project charter</u>	An overview of the project, key element and expectations
Statement of work	Identify the work that is included in the project and the price that was coated initially
Risk management plan	Identify the potential risk to the project
schedule	Identify the plan schedule as well as they change through out of the project lifestyle
budget	Identify the plan budget they over under the run
Communication plan	Identify how often what type of communication method and what information of stakeholders needs to know
Shares folder	Identify who is responsible, consulted and informed with in the project