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available to download in word excel and pdf formats what is project documentation project documentation includes a collection of documents for different aspects of the project like budgets goal setting performance tracking risk management and more these documents ensure everything goes as planned and reduce the risk of budget overruns changes in direction and conflicts project documents represent the body of facts analysis conclusions and decisions made throughout the project lifecycle including the project business case statement of work governance plans status reports project job profiles and the multitude of subject matter documents unique to a given project agile documentation is the process of creating maintaining and sharing relevant information about your projects within an agile framework unlike traditional methods that emphasize comprehensive and rigid documentation agile focuses on being lightweight iterative collaborative and responsive to change documentation is a written material that provides official information regarding the project such as records procedures plans and reports therefore project documentation should be officially written and should include the right information why do we need project documentation

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