Warehousing Information

by Sophia

☰ **WHAT'S COVERED**

In this lesson, we'll discuss how a project manager stores project information. Specifically, you will focus on:

1. Warehousing Documents

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The project manager is responsible for confirming that all information relevant to a project's history has been safely archived for future reference.

Most organizations require that all project information created during the project be warehoused within the organization's archive system. This is a critical part of the closing process since it allows future projects the opportunity to review, use, and leverage this information for future development.

Often the information is filed electronically using whatever methods are commonly used within the organization, allowing for the most convenient access. If an organization has a specific file naming convention for warehoused files, then this should be used by the project manager.

The project manager should facilitate the storage of project information from all phases of the project life cycle. The following documentation will be warehoused:

- Project Scope
- Project Schedule
- Project Budget
- Risk logs
- Decision Logs
- Lessons Learned

Change requests should be included since they may have modified the schedule or budget, as well as any information on the performance or quality expectations for the deliverables. Warehouse all information about

the nature of risks and the contingencies prepared and used.

🚩 **HINT**

Remember that both the decision logs and lessons learned are created during the closing process. Some information does not need to be warehoused, or may naturally be archived as part of standard operational processes:

- Meeting notes and emails
- Individual evaluations, which are often kept confidential by human resource departments

It is only after a project's readiness has been verified—all project approvals have been gathered and all project documentation has been warehoused appropriately—that ownership of the project and the deliverables can be transferred.

☑ **SUMMARY**

In this lesson, you learned that **warehousing documents** such as the scope and risk logs are commonly filed electronically for easy access by all project managers. Most importantly, you learned why warehousing this critical information is key since it allows future projects the opportunity to review, use, and leverage this information for future development.

Source: This work adapted from Sophia Author Jeff Carroll.