



PMP Documents

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No.	PMP Document	Name in Arabic	Definition	Used in which stage	Document Type	Created by who, PM or PM and team
1	Project Charter	ميثاق المشروع	A document that formally authorizes the project, providing the project manager with the authority to apply resources, make decisions, and manage project activities.	Initiating	WF	PM
2	Project Management Plan	خطة إدارة المشروع	A comprehensive document that defines how the project will be executed,	Planning	WF	PM

			monitored, controlled, and closed. It includes key project baselines, such as the scope baseline, schedule baseline, and cost baseline.			
3	Stakeholder Register	سجل أصحاب المصلحة	A document that identifies all individuals, groups, or organizations that may be affected by or have an impact on the project. It includes their interests, involvement, and level of influence on the project.	Initiating	WF/AG	PM
4	Requirements Documentation	وثائق المتطلبات	A collection of documents that describe the project's requirements, including functional and non-functional requirements. It serves as a basis for planning, executing, and controlling the project activities.	Planning and Executing	WF/AG	PM and team
5	Work Breakdown Structure (WBS)	هيكل تفصيلي للعمل	A hierarchical breakdown of the project's deliverables and work packages. It provides a	Planning	WF/AG	PM and team

			framework for organizing and managing project work, and serves as a basis for cost estimation, resource allocation, and project scheduling.			
6	Product Backlog	قائمة المنتجات	A prioritized list of all features, requirements, enhancements, and bug fixes that are planned for a product. It is managed and maintained by the product owner and serves as the primary source of work for the agile development team.	Planning and Executing	AG	PM and team
7	Sprint Backlog	قائمة السبرنت	A list of user stories, tasks, and their associated estimates that the agile development team commits to delivering during a sprint. It is created during the sprint planning meeting and guides the team's work for the sprint.	Executing	AG	PM and team

8	Sprint Burndown Chart	مخطط استهلاك السبرنت	A visual representation of the work remaining in a sprint over time. It helps the agile development team track progress, identify potential delays, and make adjustments to ensure that all planned work is completed within the sprint.	Executing and Controlling	AG	PM and team
9	Agile Release Plan	خطة الإصدار السريع	A high-level plan that outlines the schedule and expected content for multiple sprints or iterations. It helps stakeholders understand when they can expect certain features or releases to be available.	Planning	AG	PM
10	Change Control Board (CCB) Log	سجل لجنة التحكم في التغيير	A log that captures all change requests, their assessment, decision, and implementation details. It serves as a record of all changes and ensures proper evaluation and control of changes	Executing and Monitoring & Controlling	WF/AG	PM and team

			throughout the project.			
11	Risk Register	سجل المخاطر	A document that identifies, assesses, and tracks project risks. It includes information about potential risks, their impact, probability, and corresponding risk response plans.	Planning and Monitoring & Controlling	WF/AG	PM and team
12	Communication Plan	خطة الاتصال	A document that outlines the communication approach, channels, and stakeholders' communication needs and preferences. It ensures effective and timely communication throughout the project.	Planning	WF/AG	PM
13	Lessons Learned Register	سجل الدروس المستفادة	A repository of knowledge gained from previous projects or project phases. It captures both positive and negative experiences, lessons learned, and best practices to be applied in current and future projects.	Closing	WF/AG	PM and team

14	Procurement Management Plan	خطة إدارة المشتريات	A document that describes how procurement activities will be planned, executed, monitored, and controlled. It includes the procurement approach, contract types, and supplier management strategies.	Planning	WF	PM
15	Stakeholder Engagement Plan	خطة تفاعل أصحاب المصلحة	A document that outlines the approach and strategies for effectively engaging and managing stakeholders throughout the project. It includes stakeholder analysis, communication methods, and engagement activities.	Planning	WF/AG	PM
16	User Acceptance Testing (UAT) Plan	خطة اختبار قبول المستخدم	A document that outlines the approach, scope, and criteria for conducting user acceptance testing. It includes test scenarios, test data, and the roles and responsibilities of	Executing and Monitoring & Controlling	WF	PM and team

			stakeholders involved in the testing process.			
17	Agile Daily Stand-up Meeting Agenda	جدول أعمال اجتماع يومي سريع	An agenda for the daily stand-up meeting in agile projects. It includes the topics to be discussed, time allocated for each agenda item, and the facilitator's role in conducting the meeting.	Executing	AG	PM and team
18	Test Plan	خطة الاختبارات	A document that outlines the approach, scope, and schedule for testing activities. It includes the test objectives, test strategy, test deliverables, and the roles and responsibilities of the testing team.	Executing and Monitoring & Controlling	WF/AG	PM and team
19	Lessons Learned Report	تقرير الدروس المستفادة	A report that documents the significant lessons learned throughout the project. It includes the key findings, recommendations, and actions to improve future project performance and outcomes.	Closing	WF/AG	PM and team

20	Agile Burnup Chart	مخطط الاستهلاك	A visual chart that represents the cumulative completed work (burned work) over time in an Agile project. It helps track the project's progress, forecast completion, and manage scope changes based on the work completed.	Monitoring & Controlling and Closing	AG	PM and team
21	Scope Verification Form	نموذج التحقق من نطاق	A form used to document the formal acceptance of project deliverables by the stakeholders. It verifies that the deliverables meet the specified requirements and are ready for the next phase or project closure.	Monitoring & Controlling and Closing	WF	PM and team
22	Agile Sprint Backlog	قائمة أعمال السبرنت	A prioritized list of user stories, tasks, and requirements for a specific sprint in an Agile project. It serves as a plan for the development team to complete during the sprint.	Planning and Executing	AG	PM and team

23	Quality Control Checklists	قوائم التحكم في الجودة	Checklists used to ensure that project deliverables meet the defined quality standards. They provide a structured approach to review and verify the completeness and correctness of the deliverables.	Executing and Monitoring & Controlling	WF/AG	PM and team
24	Agile Retrospective Meeting Notes	ملاحظات اجتماع مراجعة	Notes captured during the retrospective meeting in Agile projects. They document the team's reflections on the sprint, identify areas of improvement, and define action items for the next sprint.	Monitoring & Controlling and Closing	AG	PM and team
25	Procurement Statement of Work (SOW)	بيان عمل المشتريات	A document that describes in detail the work to be performed by a supplier or contractor. It outlines the project's requirements, deliverables, schedule, and other terms and	Planning	WF	PM

			conditions for the procurement.			
26	Agile Product Backlog	قائمة أعمال المنتج	A dynamic and prioritized list of features, user stories, and requirements that capture the project's product vision. It serves as a single source of requirements for Agile project planning and execution.	Planning and Executing	AG	PM and team
27	Change Request Form	نموذج طلب التغيير	A document used to formally request changes to project scope, schedule, resources, or any other aspect of the project. It includes a description of the change, its impact, and the reason for the request.	Executing and Monitoring & Controlling	WF/AG	PM and team
28	Agile Daily Task Board	لوحة مهام يومية سريعة	A visual representation of the team's tasks and their progress during the Agile project. It provides transparency and promotes	Executing	AG	PM and team

			collaboration by displaying the status of each task and identifying any blockers or dependencies.			
29	Project Status Report	تقرير حالة المشروع	A report that provides an overview of the project's current status, including progress, issues, risks, and upcoming activities. It helps stakeholders and the project team stay informed about the project's performance.	Monitoring & Controlling and Closing	WF/AG	PM
30	Agile Product Roadmap	خريطة منتج السبرنت	A strategic document that outlines the vision, goals, and timeline for delivering product increments in Agile projects. It provides a high-level overview of the product's evolution and the anticipated features or enhancements.	Planning	AG	PM