

# Sample of a project file

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For each project there is one project file that is added into the project space of the customer.

We are using the following name convention:

- <Customer Name> <Project Name>
  - <Customer Name>: Name of the customer
  - <Project Name>: Name of the project

Each project file should include the following topics:

- Project Management
  - Project Team and Stakeholders
  - Project Communication
  - Project Planning
  - Project Risks
  - Decisions and Agreements
    - Contracts (signed)
    - Project Specific Decisions and Agreements
    - Change Notifications
    - Change Requests
    - Acceptance and Completion Documents
  - Meetings & Meeting Minutes
- Interfaces (DTO, DCS & CL)
  - Functional Interface Characteristics (Deal Type Overview - DTO)
  - Interface Data Delivery Samples (Data Capture Sheets - DCS)
  - Technical Interface Description (Checklists - CL)
  - Export Interfaces
- Specifications (Functional & Technical Concepts)
  - Customer Specific Configuration
  - Functional concepts
    - Chart of Account (individual)
    - Individual Reports
    - Individual Results
  - Technical concepts
  - Other Customer Individual Specifications and Solutions
- Implementation, Processing & Testing (SaPo, SIT, UAT, ORT)
  - SaPo - Sample Portfolio Processing
  - SIT - System Integration Tests
  - UAT - User Acceptance Tests
  - ORT - Pre-Live Tests
  - Go-Live
  - FS-JCS Tests
- Training
- Documentation
  - FlexFinance Standard Documentation
  - Customer Specific Documentation
- IT & Operation
- Service Desk
  - How to use Service Desk
  - Open requests at customer side
  - Open requests at FERNBACH side
  - Overview all open enhancement
  - Overview all open requests
- Release Notes