

Appendix & Supporting Documents

Appendix

Appendix A: Glossary of Terms

Term	Definition
Stakeholder	Individuals or organizations affected by or involved in the project.
Milestone	A significant event or point in the project timeline.
Deliverable	A tangible or intangible output produced as a result of project work.

Appendix B: Abbreviations

Abbreviation	Full Form
PM	Project Manager
QA	Quality Assurance
SOW	Statement of Work

Supporting Documents

- Signed Project Charter
- SOW (Statement of Work)
- Risk Assessment Report
- Cost Estimates and Budget Excel Sheet
- Project Timeline (Gantt Chart)
- Meeting Minutes (Kick-off Meeting)

Important Notes

- Appendices should only include information that supports the main document but is not critical to its core understanding.
- Label each appendix clearly and refer to them in the main content where relevant.
- Supporting documents should be included in the order referenced within the report.
- Ensure all sensitive information is appropriately redacted or protected before attaching.
- Use standardized formats for tables and lists to maintain consistency.