Supporting Evidence and Documentation Log

Project/Case Name:
Sample Project Title

Prepared By:
Jane Doe

Date:
2024-06-20

Evidence Documentation Log

#	Description of Evidence	Date Collected	Source	Location/Reference	Notes
1	Email correspondence confirming approval	2024-06-13	John Smith (Manager)	email thread /docs/approval-13jun24.pdf	Relevant for Step 2 of evaluation
2	Training attendance sheet	2024-06-15	HR Department	/docs/training-attendance.xlsx	Supports project deliverable #4
3	System-generated report	2024-06-18	Internal System	/reports/system-output.pdf	Data used for KPI analysis

Important Notes

- Ensure evidence is collected from reliable and verifiable sources.
- All documents should be stored securely and referenced accurately.
- Confidential or sensitive information must be handled according to relevant guidelines.
- Regularly update the log to reflect newly collected documentation.
- Include brief but clear descriptions to help identify the relevance of each evidence item.