

## ORGANISING AND MAINTAINING PROJECT DOCUMENTATION

*"Establishing Structured, Compliant, and Efficient Project Documentation Systems"*

### Schedule

Date	Venue	Fees (Face-to-Face)
13 - 17 Apr 2026	Istanbul, Turkey	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Effective project documentation is essential for traceability, accountability, stakeholder communication, and successful project execution. From initial planning through closeout, clear documentation helps teams stay aligned, ensures compliance with industry standards, and supports better decision-making.

This 5-day course provides a structured approach to organizing and maintaining project documentation using international best practices. Participants will learn how to develop documentation plans, manage document control systems, ensure audit-readiness, and implement digital and paper-based filing systems that support transparency and efficiency across project phases.

### Objectives

By the end of this course, participants will be able to:

- Design and implement comprehensive project documentation structures
- Apply document control procedures across planning, execution, and closure
- Use tools and software to manage digital records, versioning, and access rights
- Ensure alignment with ISO, PMBOK®, and contractual documentation requirements
- Support audit readiness and effective communication through clear records

## Why Attend

- Establish clarity and control in managing technical and administrative records
- Reduce risk and rework by ensuring document accuracy and version control
- Learn how to structure documentation across diverse project teams
- Gain confidence in compliance, audit preparation, and stakeholder reporting
- Improve collaboration with standardized templates and filing systems

## Target Audience

This program is designed for:

- Project administrators, document controllers, and PMO support staff
- Project managers and team leads overseeing documentation processes
- Contract and procurement officers handling records and deliverables
- Engineers and professionals in regulated project environments
- Anyone responsible for maintaining project files, reports, and audit trails

## Individual Benefits

Key competencies that will be developed include:

- Creation of documentation plans and control logs
- Effective use of filing systems, naming conventions, and retention schedules
- Management of digital and physical documentation flows
- Knowledge of contractual, regulatory, and quality-related document needs
- Skills to organize, track, and secure project documents across teams

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved document traceability and project control
- Reduced errors, duplication, and non-compliance risks
- Faster retrieval and response time during audits or disputes
- Standardized documentation processes across departments and projects
- Better stakeholder communication through accurate reporting and archiving

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Documentation lifecycles, ISO and PMBOK® alignment
- Case Studies - Document management failures and best practices
- Workshops - Filing system setup, document indexing, control logs
- Peer Exchange - Cross-industry experiences and collaboration
- Tools - Document control templates, DMS software, audit checklists

## Course Outline

**Training Hours: 7:30 AM - 3:30 PM** Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

### Day 1: Project Documentation Fundamentals

- Module 1: Introduction to Project Records and Lifecycle (07:30 - 09:30) • Types of documents: technical, contractual, regulatory
- Module 2: Documentation Standards & Guidelines (09:45 - 11:15) • PMBOK®, ISO 9001, industry-specific document structures
- Module 3: Roles, Responsibilities, and Documentation Planning (11:30 - 01:00) • Document owners, controllers, access levels, retention rules
- Module 4: Workshop - Draft a Project Documentation Plan (02:00 - 03:30) • Map out document categories and workflows

### Day 2: Document Control and Filing Systems

- Module 5: Structuring and Indexing Documents (07:30 - 09:30) • Naming conventions, folders, metadata, searchability
- Module 6: Filing Systems - Digital and Physical (09:45 - 11:15) • Version control, backups, archiving, paper-digital integration
- Module 7: Document Registers, Logs, and Tracking (11:30 - 01:00) • Issuance logs, revision tracking, transmittals
- Module 8: Workshop - Create a Filing Structure and Document Index (02:00 - 03:30) • Design a working system for a sample project

### Day 3: Managing Project Deliverables & Reporting

- Module 9: Contractual Documentation and Deliverables (07:30 - 09:30) • Submittals, RFIs, change requests, payment records
- Module 10: Monitoring and Reviewing Document Quality (09:45 - 11:15) • Checklists, reviews, document acceptance criteria
- Module 11: Reporting and Audit Preparation (11:30 - 01:00) • Monthly/weekly reports, document summaries, audit files
- Module 12: Workshop - Simulate a Documentation Audit (02:00 - 03:30) • Evaluate and respond to an audit scenario

### Day 4: Tools and Technology in Documentation

- Module 13: Document Management Systems (DMS) (07:30 - 09:30) • Common platforms: SharePoint, Aconex, Asite, others
- Module 14: Digital Collaboration and Permissions (09:45 - 11:15) • Control access, approvals, cloud-based workflows
- Module 15: Migration and Change Control in DMS (11:30 - 01:00) • System transitions, naming changes, user adoption
- Module 16: Workshop - Configure a Sample DMS Folder Structure (02:00 - 03:30) • Simulate document upload, categorization, and retrieval

### Day 5: Closeout, Archiving, and Lessons Learned

- Module 17: Documentation for Project Closeout (07:30 - 09:30) • Handovers, as-built records, final reports, warranties
- Module 18: Archiving and Retention Compliance (09:45 - 11:15) • Legal requirements, internal policies, destruction schedules
- Module 19: Capturing and Documenting Lessons Learned (11:30 - 01:00) • Templates, feedback sessions, knowledge capture
- Module 20: Final Workshop - Documentation Handover Pack (02:00 - 03:30) • Compile a mock closeout file and lessons learned summary

## Certification

Participants will receive a Certificate of Completion in Organising and Maintaining Project Documentation, confirming their ability to manage project records with efficiency, compliance, and clarity across all project stages using global best practices.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

**In-House / Customized Training**

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.