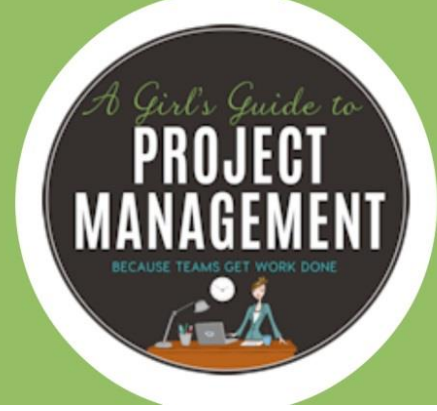


Tool Taxonomies

Suggested categories for your collaboration
tool file structures



Use these suggested categories for setting up your collaboration tools. They work for wiki entries, document filing, project blog posts and more. Add others that relate specifically to your project to help you find your project information and artefacts when you need them.

- Risks
- Issues
- Status updates
- Quality
- Plans
- Sponsor says (for messages from your project sponsor, business case, vision statement, presentations etc)
- Announcements
- Scope
- Lessons learned
- Requirements
- Change control
- Config
- Budget
- Contracts
- For stakeholders
- Estimates
- Minutes
- Project Board
- Team
- Dependencies
- Other projects
- Handover to operations
- ...Anything else that will help you find your files and entries when you need to!