Types of Artifacts in Project Management

Comprehensive Summary & Reference Guide | CloudkeyPM

Project management artifacts are the documents, templates, diagrams, and outputs created throughout a project lifecycle. They establish clear direction, track progress, manage risks, and provide an audit trail from initiation to closure.

Key Project Management Artifact Categories

Artifact Category	Key Examples	Primary Purpose & Impact
1. Initiation & Charter	Project Charter, Business Case, Stakeholder Register	Defines project scope, secures formal executive authorization, and identifies project sponsors.
2. Planning & Baselines	WBS, Project Management Plan, Schedule, Cost Baseline	Establishes detailed execution roadmaps, timelines, budgets, and performance measurement benchmarks.
3. Execution & Tracking	Status Reports, Change Requests, Issue Logs, Work Plan	Monitors day-to-day progress, tracks team tasks, and manages scope modifications as they arise.
4. Risk & Quality	Risk Register, Quality Management Plan, Issue Log	Anticipates potential roadblocks, documents mitigation steps, and ensures deliverables meet standards.
5. Closure & Handover	Final Project Report, Lessons Learned, Sign-Off Form	Formalizes project handover, archives project records, and captures insights for future initiatives.

Quick Artifact Management Checklist

Follow these steps to keep your project artifacts organized and effective:

- □ Establish a centralized, cloud-based repository for all project documentation.
- □ Ensure version control and clear naming conventions for every artifact.
- □ Review and update the risk register and status logs weekly.
- □ Conduct a formal lessons-learned review during project closure.

> **Continue Reading Online:** For detailed explanations, examples, and templates, visit **CloudkeyPM Artifacts Guide**.