

## Change Note

for the update of the PM²-Project Artefacts from v3.0.1 to v3.1

The **PM² Project Artefact Templates v3.1** present a minor update that aligns the templates with **v3.1 of the PM² Guide**, along with a number of minor corrections. The new templates do not introduce any changes to the template structure or core content. They simply include additional guidance addressing considerations related to **Sustainability, Data Protection, IT Security, and UX Design**, in line with the latest version (**v3.1**) of the **PM² Project Management Guide**.

The following artefacts PM² Project Management artefacts (v3.0.1) have been updated:

### Initiation Phase Related Artefacts:

- Project Initiation Request
- Business Case
- Project Charter

### Planning Phase related Artefacts:

- Project Work Plan
- Deliverables Acceptance Plan
- Transition Plan
- Business Implementation Plan

### Executing Phase related Artefacts:

- Project Progress Report
- Project Status Report
- Project Status EVM Report

### Closing Phase Related Artefacts:

- Project-End Report

### Monitoring & Controlling (Logs and Checklists):

- Decision Log
- Risk Log
- Issue Log
- Change Log
- Phase-exit Review Checklist
- Transition Checklist
- Quality Review Checklist
- Business Implementation Checklist
- Deliverables Acceptance Checklist
- Stakeholder Checklist