Project Initiation Document

Project Details

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

Document Details

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| --- | --- | --- | --- |
| Version | Modifications | Author | Date |
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Purpose of the Project Initiation Document

This section is usually a form of standardised wording an organisation uses. It might include the project aims, why the project needs to meet those aims, who are involved in the delivery of the project and how the project will be managed and controlled.

Background to the Proposed Work

This section includes the purpose of the project:

* Why the project needs to be delivered
* The end results upon project completion
* The consequences of not delivering the project.

Vision

This section describes the vision of the project; it should be short, concise and achievable.

Objectives

This section includes how the purpose of the project breaks down into individual objectives and the specific, measurable results expected upon project completion.

Objectives in this section need to be outlined in a way that will enable them to measure the success of the project.

Scope

This section will define the scope of the project, including:

* What the project must deliver
* What’s in and out of scope
* The impact of the project – geographically, financially, etc.
* Outlining all who will be affected by the project.

Business Case

This section will justify the project so the board can then decide if it gets to go ahead. Benefits should be quantified and balanced against the cost and timing being estimated during the creation of the project plan.

Large projects may summarise and include a link to the full business case.

Assumptions

This section will include assumptions made before the requirements specifications have been documented. It may look something like this:

|  |  |  |  |
| --- | --- | --- | --- |
| Assumption | Validated by | Status | Comments |
|  |  |  |  |
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Constraints

This section will outline the things needed to be taken into consideration during the delivery of the project; this may include, but is not limited to:

* Procurement rules
* Deadlines
* Requirements
* Limitations due to other projects or programmes.

Risk Management Strategy

This section will include the risk mitigation and management techniques and strategies that will be applied to the project. This may be presented in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Mitigation Method |
|  |  |  |  |
|  |  |  |  |
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Alongside this, there should be a summary of the most significant risks threatening the project.

Issue Management Strategy

This section should summarise the issues associated with the project. This may be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Issue | Priority | Resolution Method |
|  |  |  |
|  |  |  |
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Deliverables

This section should include the main deliverables and outcomes the project is expected to achieve. It may be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Item | Components | Description |
|  |  |  |
|  |  |  |
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Project Quality Strategy

This section should define the quality expectations the project is expected to achieve, including the quality techniques that will be applied.

Dependencies

This section will include all dependencies on the project and may look something like this:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dependency | Owner | Impacts on | Critically | Comments | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Stakeholders

This section will include a list of all known stakeholders and their interests in the project. It may be presented in the following format:

|  |  |
| --- | --- |
| Stakeholder | Interest |
|  |  |
|  |  |
|  |  |
|  |  |

Project Management Team Structure

This section will include:

* Project governance – with details on escalation
* Organisation – demonstrating reporting lines within the project team (usually in the format of an organisation chart)
* Roles and responsibilities, which could look something like this:

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
|  |  |  |
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Financial Plan

This section will summarise the approved project budget and may be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Category | Cost | Value |
|  |  |  |
|  |  |  |
|  |  |  |
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Project Plan

This section will include a summary of the plan, including a schedule of activities and resource requirements.

Project Controls

This section will include:

* A schedule of project board meetings, as well as their purposes
* Recipients of reports, including how often they are to receive them and the method of reporting
* Communications planned for the project
* Project tolerances
* Change control processes
* Planned gateway reviews.

Communication Plan

This section will include how stakeholders will be communicated with during the project and how frequently. This should include a note on where to find the Communications Plan if you have one.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Frequency | Type | Purpose |
|  |  |  |  |
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Document Management

This section will include the way in which documents will be created, stored and distributed during the entirety of the project.