Project Initiation Document

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| Project Name: |  |
| Project Sponsor or Client: |  |

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| **Document title** | **Version number** | **Date**  **last updated** | **Name of person who last updated** | **Draft**  **or**  **Final** |
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| **Fundamental uses of the PID:**   * Ensure that the project has a sound basis before making a major commitment * Provide a single source of reference about the project so that people joining the project team can quickly and easily find out what the project is about, and how it is being managed. * Act as a base document against which to assess progress, issues and ongoing viability questions |

**Project Background**

High level summary of the project background

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| Where did the idea originate from?  High level summary of the Confirm Need Phase |
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**Project Objectives**

High level summary of the purpose of the project

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| Objectives  Anticipated outcomes as a result of doing this project |
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**Business Case information**

High level description of the Business Case

* ***actual Business Case is a separate file***

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| Summary of the Cost-Benefit analysis justifying the project |
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**Team Structure & Role Descriptions**

High level description of the team structure and roles on the project

* ***actual team structure and role descriptions are separate files***

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**Quality Strategy information**

High level description of the Quality Strategy

* ***actual Quality Strategy is a separate file***

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| Level of Quality expected from the project  Level of effort required to meet the desired level of quality |
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**Configuration Management information**

High level information about how the project Deliverables will be tracked and stored during the project

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| Coding scheme for labelling documents and physical Deliverables for this project  Storage location of Deliverables (electronic and physical)  Access rights for Deliverables  Records required to maintain information about the project’s Deliverables |
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**Risk Management information**

High level description of how risks will be managed during this project

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| Description of the risk management procedure to be consistently applied on this project  Timings / frequency of risk management meetings and reports for this project |
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**Stakeholder information**

Break down of stakeholders, their interests and key messages that will need to be conveyed during the project to ensure its success

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| **Stakeholders** | **Interest areas** | **Key messages** | **Communication channels** | **Frequency of communications** |
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**Project Plan information**

High level description of the project plan

* ***actual project plan is a separate file***

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| Number of stages, Deliverables in each stage, overall time and cost estimates  Project approach to delivery  Dependencies  Assumptions |
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**Project Controls**

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| Summary of Progress Reports required during the project – frequency and content  Summary of Project tolerances (Time, Cost, Quality) and Scope prioritisation  Other constraints associated with the project |
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**References** to any associated documents or records

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