

Project Initiation Document

Author:

Version:

Date:



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Project identification

Programme:	
Project:	
Project Sponsor:	
Project Manager:	

Version control

Date	Version	Author	Comments

Authorisation panel

Name	Role	Signature/ Date

About this document

Document purpose

The purpose of this Project Initiation Document (PID) is to:

Establish a basis on which the project will be managed and monitored.

Provide a baseline against which the overall success of the project will be assessed.

Document uses

This document will be used in two ways:

To ensure the project has a sound basis on which to seek the commitment of resources and authority to proceed from the Project Executive.

To form a base document against which the Project Executive can assess progress and control the project.

Associated documents

The following documents should be read in conjunction to this PID [eg. Stakeholder analysis, business case reference]:

- Xx
- Xx
- Xx

Project background and purpose

This project has been initiated in response to [specific challenge/issue] that has been identified within [department]. The need for this initiative became apparent when...

- ›
- ›
- ›
- ›
- ›
- ›

Project benefits

The anticipated benefits through this project are to:

- ›
- ›
- ›
- ›
- ›
- ›

Project objectives

The objectives of the <insert project name> project are to:

Normally up to 4, avoid more than 6

- ›
- ›
- ›
- ›
- ›
- ›

Critical success factors

It is feasible that the project may produce all the required products within the agreed timeframes and budget and still not be assessed as a 'success' by the organisation or key stakeholders. The critical success factors set out below have been developed in order to guide the project on how the organisation and stakeholders will assess the project as successful.

-
-
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Project scope

The project scope is set out as below:

In scope (we will do this)	Out of scope (we won't do this)
<ul style="list-style-type: none">••••••••	<ul style="list-style-type: none">•••••••

Drivers and constraints

Describe the environmental factors, both positive and negative, that have made you choose the approach outlined in the next section. Consider drivers and constraints in relation to the approach, solutions, processes or products developed by the project.

-
-
-
-
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Project approach

Describe the high-level approach to the project, such as how the project might be staged (or phased), and whether the work will be split into workstreams. If the project involves people from different organisations, groups etc, it might be useful to include how the group will work together.

Project milestones and products

The following table sets out the key products that will be produced in each stage of the project:

Stage/ Milestone	Timeframe	Products to be delivered

Initial acceptance criteria for the products listed in the above table are set out in Appendix one.

Project plan

A high level project plan (version xxx, dated xxx) is attached to this PID. The high level plan will be reviewed at the end and commencement of each stage. A detailed plan for the following <name> stage is also attached.

Detailed plans for consequent stages will be prepared <by whom> and approved <by whom> before each stage commences.

All workstream team leaders will develop detailed activity plans, approved by the project manager, prior to commencing each workstream or work package.

Assumptions

This PID has been developed based on the following assumptions:

- E.g Project team members will give this work priority over their other responsibilities.
- E.g. The project team will be co-located at national office.
-
-
-
-
-
-
-
-

Linkages and dependencies <or interfaces>

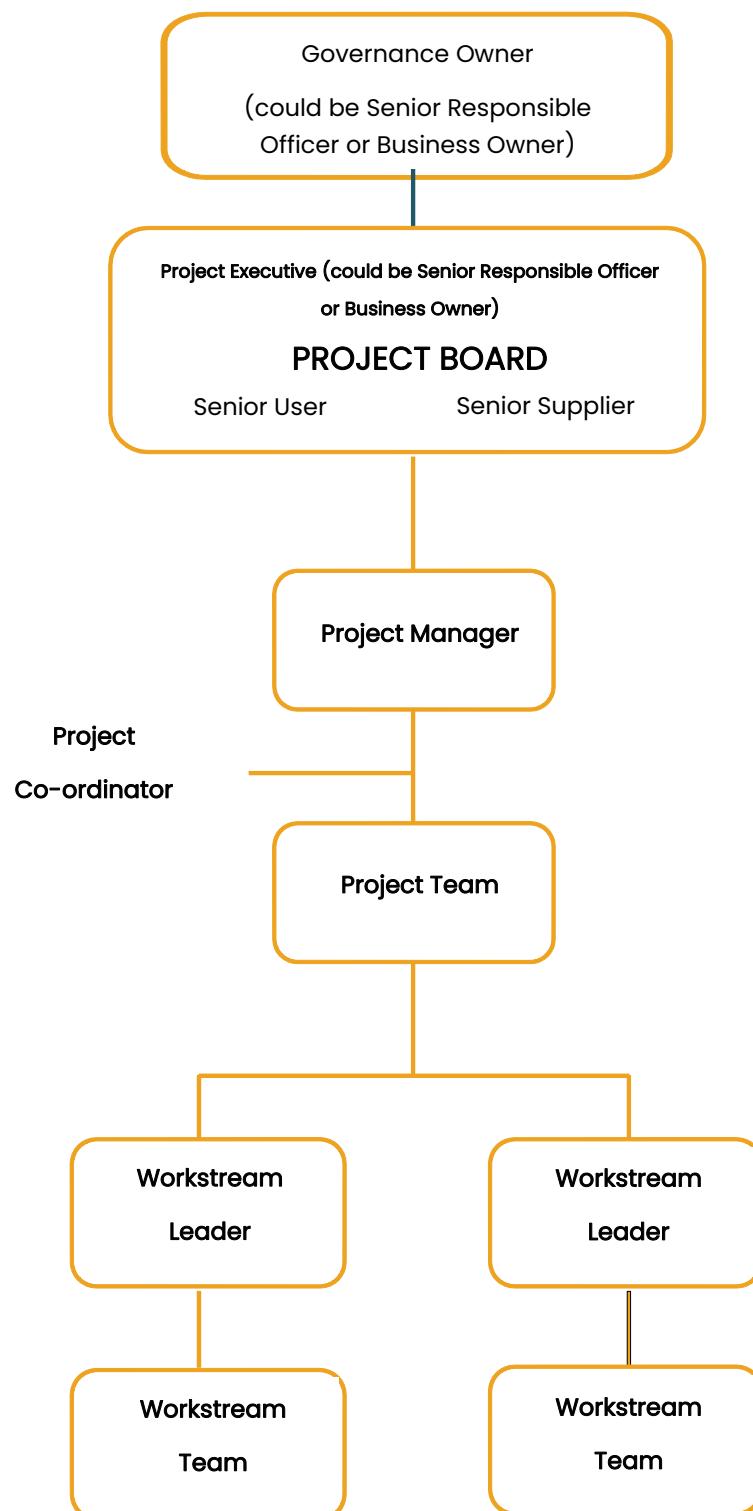
This project has some links and dependencies with other projects and functions within the organisation. These are set out in the table below:

Link or dependency	Description of link or dependency and how it will be managed	Project person responsible

Project structure

The following diagram sets out the project structure:

(Adjust this diagram to work for your project)



DETAILED ROLES AND RESPONSIBILITIES

The table below sets out the roles and responsibilities within the project structure:

Role	Responsibilities
Governance Owner	<p>For example:</p> <p>Approves the Project Brief or Business Case</p> <p>Appoints the Project Executive</p>
Project Executive	<p>For example:</p> <p>Ultimately responsible for the project's success.</p> <p>Ensures the project delivers the business benefits required by the organisation.</p>
Project Board	<p>For example:</p> <p>Provide advice on key decisions and issues to the Project Executive.</p> <p>Hold the Project Executive to account and take responsibility for project assurance within their area of responsibility.</p>
Project Manager	<p>For example:</p> <p>Plan and monitor the project.</p> <p>Authorise work packages.</p>
Workstream Leader	<p>For example:</p> <p>Direct, plan and monitor delivery of the workstream's work packages.</p> <p>Ensure that quality controls of the work stream's work are planned and performed correctly.</p>
Project Team/ Workstream member	<p>For example:</p> <p>Undertake activities as directed by the Project Manager/ Workstream Leader.</p> <p>Identify and log issues to ensure prompt action can be taken.</p>
Project Team/ Workstream member	<p>For example (if subject matter expert):</p> <p>Provide xx expertise for xxx.</p> <p>Assess whether or not xxx products meet the acceptance criteria.</p>
Project Administrator	<p>For example:</p> <p>Provide administrative support to the project.</p>

Communication approach

Projects that are larger or have complex communication issues, external audiences to consider and/or high communication risks or sensitivities should develop a full, separate communication plan.

Describe the communication requirements of the project and the tactics the project intends to use to ensure all communication needs are appropriately met.

Seek advice from relevant stakeholders to ensure that all communication requirements are appropriately considered.

Key messages

Set out the key messages the project needs all stakeholders and audiences to understand. There should be no more than four.

Key stakeholders and audiences

List the key stakeholders or significant audiences that the project needs to consider in terms of communication and relationship management. The table below could be helpful:

Key stakeholder / audience	Relationship objectives	Person responsible

Project controls

Monitoring and reporting

Report	Purpose	Timing	Audience

Issue and risk management

Describe how issues and risks will be managed during the project. For example:

An issue register will be developed and maintained by the Project Administrator on behalf of the project.

All issues and change requests will be recorded in the Issues Log.

A risk log will be developed and maintained (initial risk profile attached as appendix two). Only risks assessed as high-impact and high-likelihood will be reported on in the project status report.

A full risk review must be conducted <insert time as appropriate> or whenever a major change is proposed or significant issue occurs.

Change control process

Describe the level of change that requires full management of change process, list change control process, forms and steps.

Quality assurance

For large projects, a separate quality plan is required.

Describe the project's overall approach to quality control and set out any high-level or over-arching quality standards that the project must meet (e.g. e-Government standards).

Detailed quality control steps will be described in the work packages/ action plans for each workstream and project stage.

The initial acceptance criteria for each key product are set out in appendix one.

Financial management

The summary budget for the project is set out in the table below:

(Alter this table to work for the project or current organisational financial budget format).

Item	Capital	Operating	Total
Total			

Attach a detailed budget (Appendix three) that sets out when expenditure is expected to occur.

Describe the financial controls, delegations and reporting process that will be followed.

Appendix one – initial acceptance criteria

The quality assurance responsibilities and acceptance criteria for all key products are set out in the table below:

Product	Acceptance Criteria	Person responsible for quality control	Due date	Sign-off Authority

Appendix two – initial risk log

The initial risk assessment is reflected in the following ‘snapshot’ of the risk log. This will be reviewed <insert timeframe>, or at any time a new risk is identified.

Risk event	Consequences	Impact	Likelihood	Mitigation actions	Person responsible	Post mitigation likelihood

Appendix three –detailed budget

Insert or attach the detailed budget here. Ensure your spreadsheet sets out when costs will occur over the course of the project to improve the accuracy of financial reporting and monitoring.

Include and make clear:

- Scarce resources (internal or external)
- Whether external resources
- Whether estimates include corporate overhead (are they fully loaded)
- All resource requirements – people and equipment, services]