Project Initiation Document

<Project or Programme name>

**Document Control**

|  |  |
| --- | --- |
| Author  |   |
| Owner  |   |
| Document Number  |   |
| Product ID  |   |
| Version  |   |
| Date Issued  |   |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Role  |  Date  | Document Status  |
|   |   |   |   |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Version  | Change History  | Author  |
|   |   |   |   |

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Role  | Version  | Revision  |
|   |   |   |   |

# Executive summary

# About this document

The purpose of the Project Initiation Document is to define the project, in order to form the basis for its management and an assessment of its overall success. The Project Initiation Document gives the direction and scope of the project and (along with the Stage Plan) forms the 'contract' between the Project Manager and the Project Board.

The three primary uses of the Project Initiation Document are:

1. Ensure that the project has a sound basis before asking the Project Board to make any major commitment to the project
2. Act as a base document against which the Project Board and Project Manager can assess progress, issues and ongoing viability questions
3. Provide a single source of reference about the project so that people joining the 'temporary organisation' can quickly and easily find out what the project is about, and how it is being managed.

The Project Initiation Document is a living product in that it should always reflect the current status, plans and control of the project. Its component products will need to be updated and re-baselined, as necessary, at the end of each stage to reflect the current status of its constituent parts.

The version of the Project Initiation Document that was used to gain authorization for the project is preserved as the basis against which performance will later be assessed when closing the project.

# Project definition

Explaining what the project needs to achieve. It should include:

# Background

* Project objectives and desired outcomes
* Project Scope and exclusions
* Constraints and assumptions
* The user(s) and other known interested parties
* Interfaces

# Project approach

To define the choice of solution that will be used in the project to deliver the business option selected from the Business Case, taking into consideration the operational environment into which the solution must fit

# Business Case

Describing the justification for the project based on estimated costs, risks and benefits

# Project management team structure

A chart showing who will be involved with the project

# Role descriptions

For the project management team and any other key resources

# Quality Management Strategy

Describing the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels

# Configuration Management Strategy

Describing how and by whom the project's products will be controlled and protected

# Risk Management Strategy

Describing the specific risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure

# Communication Management Strategy

To define the parties interested in the project and the means and frequency of communication between them and the project

# Project plan

Describing how and when the project's objectives are to be achieved, by showing the major products, activities and resources required on the project. It provides a baseline against which to monitor the project's progress stage by stage

# Project controls

Summarizing the project-level controls such as stage boundaries, agreed tolerances, monitoring and reporting