

<Project name>

Project Initiation Document

Author:

Version #:

Version date:



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1. Project identification

Programme:			
Project name:			
Governance Owner:		Project Manager:	
Project Sponsor:		Project ID:	
Business Owner:			

2. Document information

Revision history

Date	Version	Author	Comments

Recommended to proceed

Name	Role	Signature/Date Agreement?
	Project Manager	_____ / / ____ Yes / No
	Project Sponsor	_____ / / ____ Yes / No



		_____/_____/_____ Yes / No
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Approval to proceed

Name & role of approver(s):	Record of the approval:	Date approval was given:

Associated documents

The following documents should be read in conjunction with this PID:

-



3. Background

4. Purpose

5. Project objectives

The objectives of the <project name> are to:

-



6. Expected benefits

The following table describes the benefits that the project is expected to achieve and how they will be measured:

The benefit	Performance measures	Timeframe	Monitoring	Who

7. Organisational Impact

The following table describes the impacts that the project may have on the business:

Area of impact	Impact description	Management

8. Scope of work

The project scope is set out in the table below:

In scope	Out of scope

9. Drivers and constraints



10. Project approach

10.1. Stages, milestones and key deliverables

The key milestones and deliverables for the project are:

Stage/Milestone	Key deliverables	Timeframe

10.2. Project schedule

A high level schedule for the project is attached as Appendix One. The high level schedule will be reviewed at the beginning and end of each stage of the project.

A detailed schedule for the next stage: <Stage name> is attached as Appendix Two.

Detailed schedules for consequent stages will be prepared by <name> and approved by <name> before each new stage commences.

10.3. Assumptions

This PID has been developed based on the following assumptions:

-

10.4. Project linkages and dependencies



This project has some links and dependencies with other projects, programmes and functions within the [Organisation]. These are set out in the table below:

Linkage or dependency	Description of the linkage or dependency and how it will be managed	Person responsible



11. Financial management

11.1. Cost budgeting

The total estimated budget for this project is <insert total Project cost>.

Stage/ Workstream	Activity	Capital	Operating

11.2. Cost contingency

11.3. Expected ongoing costs

11.4. Draw down plan

	CAPEX	% certainty	OPEX	% certainty
<stage>	\$	+/-%	\$	+/
<stage>	\$	+/-%	\$	+/
<stage>	\$	+/-%	\$	+/-%
<stage>	\$	+/-%	\$	+/-%
Total estimate	\$ est.		\$ est.	



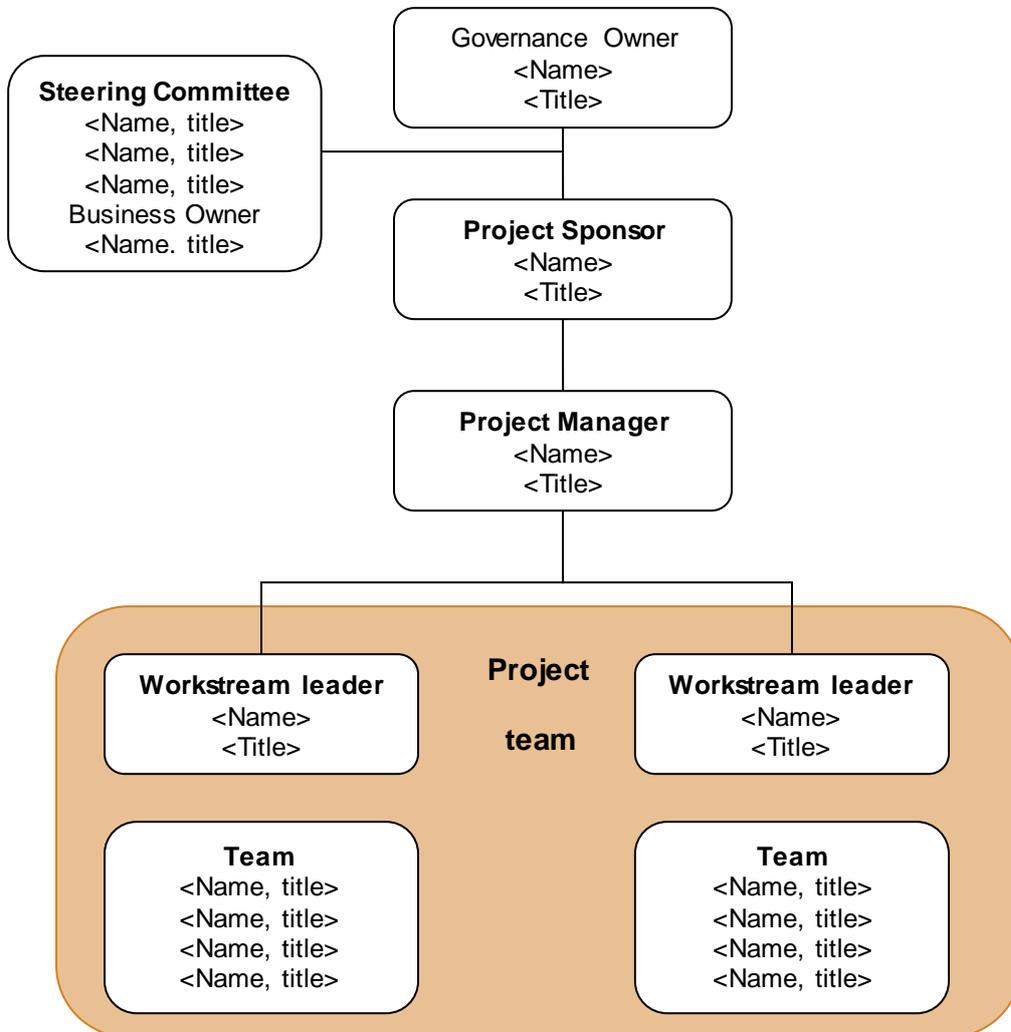
11.5.Delegations

11.6.Procurement strategy



12. Project structure

The following diagram sets out the project structure:



12.1.Detailed roles and responsibilities

12.2.Governance

12.3.Project team

The table sets out the roles and responsibilities within the project structure, and the time commitment required for each role:

Role	Responsibilities	Commitment
Project Sponsor <name>		
Project Steering Committee <name>		
Project Manager <name>		
Workstream Leader <name>		
Project Team/ Workstream member <name>		
Project Administrator <name>		
Other <name>		



13. Stakeholder management

13.1.Consultation approach

13.2.Key messages

The key messages for this project are:

-

13.3.Key stakeholders

Key stakeholder	Relationship objectives	Person responsible



14. Project controls

14.1. Quality assurance

Acceptance criteria

The initial acceptance criteria for each key deliverable are included as Appendix Four.

14.2. Monitoring and reporting

Report	Purpose	Person responsible	Timing	Audience

14.3. Change control process

14.4. Issues management

14.5. Risk management

14.6. Information management

The file location for this project is: <file path>



This file can be accessed by <list groups/ teams that can access the file>

Hard copy documents will be categorised in the records management system under:
<insert RMS details>

All hard copy files will initially be stored in <physical location>



15. Appendix One: High level schedule for <Project name>



16. Appendix Two: Detailed schedule for the <stage name> stage



17. Appendix Three: Detailed project budget



18. Appendix Four: Acceptance Criteria

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

Key deliverable	Acceptance criteria	Person responsible for quality control	Due date	Approval authority

