[FOM IT](http://www.stakeholdermap.com/project-templates/project-management-templates.html)

TOUR GUIDATO

CASA DELL’ENERGIA

PROJECT INITIATION DOCUMENT

DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
|  | **Information** |
| Document Id | *1* |
| Document Owner | *Barbato Federico, Dal Corso Marco, Della Mazza Omar, D’emilio Filippo, Martignon Pietro, Prataviera Andrea* |
| Issue Date | *06/12/2019* |
| Last Saved Date | *06/12/2019* |
| File Name | *PID-Casa-Energia* |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version** | **Issue Date** | **Changes** |
| *1.0* | *06/12/2019* | *Creazione File* |
| *1.0* | *08/12/2019* | *Scrittura introduzione* |
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SINTESI DEL PROGETTO

Realizzare una visita guidata interattiva alla casa dell’energia, gioiello della domotica sostenibile e rispettosa dell’ambiente – nonché dell’impiego di impianti per la misurazione e quantifica dell’impatto ambientale di svariati materiali, impianti, strutture che possono essere impiegate nell’edilizia del domani.

Produrre, avvalendosi della documentazione già esistente, una presentazione completa, tanto esaustiva quanto universalmente comprensibile, della struttura nella sua interezza.

SCOPO

1. Stesura della visita, suddivisa per aree, mediante Web App e/o applicazione Android
2. Visita da remoto dell’intera struttura – realizzata mediante Blender
3. Suddivisione degli spazi nelle aree più significative, assegnazione di uno o più beacon ad ognuna di esse – allo scopo di rendere responsivo il passaggio tra le sezioni informative della guida
4. Implementazione di un sistema di elaborazione, legato alla moltitudine di sensori presenti nella struttura, che renda intuitiva ed immediata la comprensione della filosofia

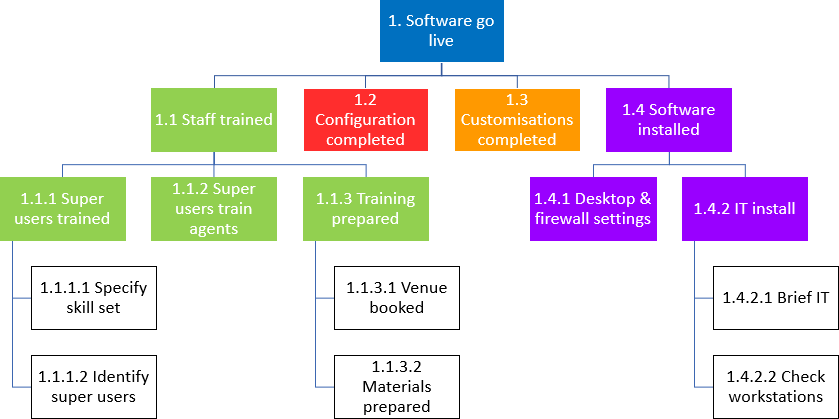
“eco-friendly” del progetto intero – e dell’impellente necessità di seguitarla in ogni nostra casa.

OBIETTIVI DEL PROGETTO

Creazione di una web app per la visita guidata alla struttura facendo vedere al visitatore specifiche di strumentazioni e di dati in tempo reale. Per l’utente impossibilitato a visitare la struttura si rende disponibile una visita remota alla struttura tramite la ricostruzione degli interni (ricostruzione della struttura in grafica 3D).

SCOPE AND EXCLUSIONS

Describe the main work streams, [work packages](https://www.stakeholdermap.com/prince2/prince2-glossary-U-W-useracceptance.html#work-package-1) and products that will be delivered. This section could include a high-level Work Breakdown Structure (WBS) presented as a graphical hierarchy or as a list with a hierarchy denoted by numbering. For example:



PERIODO DI VALUTAZIONE DA PARTE DEL CLIENTE

*La gestione dei feedback si gestirà tramite i Moduli Google ottenendo così un feedback in tempo reale e centralizzato. Tale parte del progetto si attuerà nei 30 giorni successivi alla conclusione del progetto proponendo a fine del tour la compilazione di tale questionario.*

# PROJECT DELIVERY

## INITIAL RISK LOG

|  |  |  |  |
| --- | --- | --- | --- |
| **Descrizione** | **Probabilità** | **Impatto** | **Risoluzione dei problemi** |
|  |  |  |  |

## PROJECT ORGANISATION STRUCTURE

In this section include an organization chart for the project. It won’t necessarily show line management responsibilities, rather reporting and communication lines for the project. Include the key roles and responsibilities in this section and a [RACI](https://www.stakeholdermap.com/agile/agile-dictionary-prince2-R.html#raci) if applicable.

## COMMUNICATION PLAN

To realise the business benefits a communication strategy will be needed, be that for internal staff impacted by the change or for external parties.

Set out how information about the project will be communicated. For example how will the project communicate progress, escalations, readiness plans for go live etc. There may need to be separate plans for internal and external communications.

## INTERNAL PROJECT COMMUNICATION

Document the process, timings and governance of the planned internal communications. The table below may be helpful.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Description of communication*** | ***Timings e.g. monthly*** | ***Audience*** | ***Creator/author*** | ***Sign-off authority*** |
| *Project progress reports* | *Weekly* | *Project Sponsor, Risk Manager, Change Manager, project team* | *Project Manager* | *Program Manager* |
| *Highlight Reports* | *Monthly* | *Project Board* | *Project Manager* | *Program Manager* |
| *Training plan* | *3 months prior*  *to go live* | *Users and department*  *managers* | *Change Manager &*  *training manager* | *Project*  *Sponsor* |
|  |  |  |  |  |

## EXTERNAL PROJECT COMMUNICATION

Document the process, timings and governance of the planned external communications. The table below may be helpful.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Description of communication*** | ***Timings e.g. monthly*** | ***Audience*** | ***Creator/author*** | ***Sign-off authority*** |
| *Marketing bulletin to existing customers* | *2 months prior to go live and at go live* | *Existing customers and their account managers* | *Marketing Manager* | *Project Sponsor, Marketing Director* |
| *New product pages on website* | *At go live* | *All website users* | *Marketing Manager web*  *content* | *Project Sponsor, Marketing*  *Director* |
|  |  |  |  |  |

[QUALITY MANAGEMENT](https://www.stakeholdermap.com/prince2/prince2-glossary-Q-quality.html#quality-management)

Two aspects of [quality management](https://www.stakeholdermap.com/prince2/prince2-glossary-Q-quality.html#quality-management) should be considered within the PID: firstly securing high quality project management and secondly ensuring that deliverables are produced to agreed quality standards.

## QUALITY MANAGEMENT OF THE PROJECT

For some projects quality of project delivery may be provided through pre-existing governance provided by program, portfolio management or a project management office. In these cases this section may just require a reference to pre-existing policies and procedures.

Example text:

Responsibility for checking that all procedures have been correctly followed in preparing this PID rests with: [Insert Name] Senior Project Manager.

Responsibility for checking and signing off this PID and for ensuring it follows the PID guidance rests with: [Insert Name] Program Manager.

Responsibility for ongoing monitoring and supervision to ensure that ongoing project management complies with the agreed procedures and processes rests with [Insert Name] of the Programme Office

## QUALITY MANAGEMENT OF THE DELIVERABLES

In this section document what the quality standards, quality assurance process and quality checking are for each project deliverable. A table similar to the below may be used.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Deliverable ID and title*** | ***Quality standards*** | ***Quality assurance*** | ***Quality checking*** |
| *0034 Web pages* | *Follow existing branding specification.*  *Meet Accessibility compliance guidelines*  *Meet browser compatibility policy* | *Follow publishing review process.*  *Pre-approved suppliers only.* | *Web change advisory board via unit test, user acceptance testing and go live testing.* |
|  |  |  |  |

[PROJECT MILESTONES](https://www.stakeholdermap.com/project-management/project-milestones.html)

List the [project milestones](https://www.stakeholdermap.com/project-management/project-milestones.html) (key points in a project life cycle). They might be target dates that must be met or delivery of important [work packages](https://www.stakeholdermap.com/prince2/prince2-glossary-U-W-useracceptance.html#work-package-1) or markers of progress. This section will likely contain a table similar to the one below.

|  |  |
| --- | --- |
| ***Milestone*** | ***Milestone target date*** |
| *Project Kick off* | *Day month year* |
| *Design phase* | *Day month year to day month year* |
| *Build starts* |  |
| *Start of User Acceptance Testing* |  |
|  |  |
|  |  |

## RESOURCE PLAN

This section lists the resources - people and machine that are required for the project. A description of all of the Roles and Responsibilities should be included along with the resources needed, their skill set, when they are needed, how long for and the associated costs. Get a [Resource Planning](https://www.stakeholdermap.com/project-templates/resource-planning-template.html) [Template.](https://www.stakeholdermap.com/project-templates/resource-planning-template.html)

[PROJECT TOLERANCE AND EXCEPTION PROCESS](https://www.stakeholdermap.com/project-management/project-tolerance.html)

PROJECT INITIATION DOCUMENT

Document the agreed [Project Tolerances](https://www.stakeholdermap.com/project-management/project-tolerance.html) and provide a brief confirmation of the [Exception Procedure](https://www.stakeholdermap.com/project-management/project-tolerance.html#exception-process) to be followed if there is a deviation from the approved plan that is forecast to exceed Tolerance.

Refer also to the [Change Control Process](https://www.stakeholdermap.com/change/change-management-process.html) that will be followed for this project. See example [cost and](https://www.stakeholdermap.com/project-management/project-tolerance.html#cost-and-time-tolerances) [time tolerances.](https://www.stakeholdermap.com/project-management/project-tolerance.html#cost-and-time-tolerances)

APPENDIX

RECORD OF AMENDMENTS TO THE PID

Keep a record of the changes made to each version of the PID. This section may form part of the PID header/document information page, or an appendix.

DELIVERABLE / WORK PACKAGE SPECIFICATIONS

Include the specifications for the [work packages](https://www.stakeholdermap.com/prince2/prince2-glossary-U-W-useracceptance.html#work-package-1) and project deliverables. For example, a unique reference for each deliverable, title, purpose, composition, format, owner, [quality criteria,](https://www.stakeholdermap.com/prince2/prince2-glossary-Q-quality.html#quality-criteria) location/storage.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Deliverable ID & Title*** | ***Purpose*** | ***Composition*** | ***Format & location*** | ***Owner*** | ***Quality criteria*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

FINANCIAL / BUDGET REQUIREMENTS

Document the budget, cost and revenue forecast and any payment milestones as appropriate for the project.

DETAILED SCHEDULES

Provide a detailed project schedule. For example, a Microsoft Project plan may be attached here or referenced in this section. Get ready made [Microsoft Project Plans.](https://www.stakeholdermap.com/project-templates/ms-project-templates.html) This may also include detailed team plans and resource plans. Get a [Resource plan Template.](https://www.stakeholdermap.com/project-templates/resource-planning-template.html)