**PID – Project Initiation Document (PRINCE2)**

*Aligns with PRINCE2 guidance – Authorizes the start of project execution*

**Document Title**: Project Initiation Document  
**Project**: Telco Cloud Migration  
**Date**: 28 July 2025  
**Prepared by**: [Your Name], Project Manager  
**Approved by**: Project Board

**PID Contents:**

1. Project Definition
2. Business Case
3. Project Approach
4. Project Organization
5. Quality Management Strategy
6. Risk Management Strategy
7. Communication Strategy
8. Project Controls
9. Project Plan (Timeline, Budget)
10. Tailoring of PRINCE2
11. Appendices

**1. Project Definition**

Migration of core telco workloads to the cloud to enhance agility, reduce costs, and comply with evolving regulations. Targets OSS, BSS, CRM, and NEMs.

**2. Business Case**

* Business need: Legacy system modernization and cloud agility
* Expected benefits: 30% OPEX reduction, 99.95% uptime, enhanced CX
* Key risks: Data integrity, migration downtime
* Investment: $1.2M

**3. Project Approach**

* Hybrid cloud model (AWS for OSS, Azure for BSS, GCP for billing)
* Incremental migration via staged cutovers
* Mix of internal resources and external vendors
* Lift & shift + re-platforming

**4. Project Organization**

| **Role** | **Name** | **Responsibility** |
| --- | --- | --- |
| Executive | John Mwangi (CIO) | Sponsor, overall governance |
| Senior User | Product Lead | Ensures functionality meets needs |
| Senior Supplier | Cloud Vendor Lead | Delivery of cloud services |
| Project Manager | [Your Name] | Planning, day-to-day delivery |

**5. Quality Management Strategy**

* CRM, OSS must pass 3 levels of testing: unit, system, UAT
* Documentation reviews for architecture and compliance
* Defect thresholds defined by severity

**6. Risk Management Strategy**

* RAID log maintained
* Risks assessed by likelihood/impact
* CCB to review high-impact risks weekly

**7. Communication Strategy**

* Weekly team syncs
* Bi-weekly board briefings
* SharePoint for document control
* Highlight reports every 2 weeks

**8. Project Controls**

* Stage gates at:
  + End of Planning
  + Post-CRM Migration
  + Pre-Go Live
* Exception reporting thresholds defined

**9. Project Plan**

* Gantt Chart and WBS attached
* Budget: $1.2M
* Timeline: 1 Aug 2025 – 31 Mar 2026
* Resources: 10 internal, 3 vendors

**10. PRINCE2 Tailoring**

* No daily logs; JIRA used for tracking
* Agile sprint boards for development team
* Highlight reports instead of checkpoint reports

**11. Appendices**

* Detailed Work Packages
* Full RAID Log
* Signed Mandate and PM Appointment Letter
* Budget Sheet
* Risk Matrix