

# Standard Operating Procedure: Project Initiation

**Objective:** This document outlines the standardized procedures for initiating new projects within the organization. It provides distinct pathways for Greenfield (new) and Brownfield (existing) projects to ensure proper documentation and structural alignment.

## 1.0 Greenfield Project Initiation

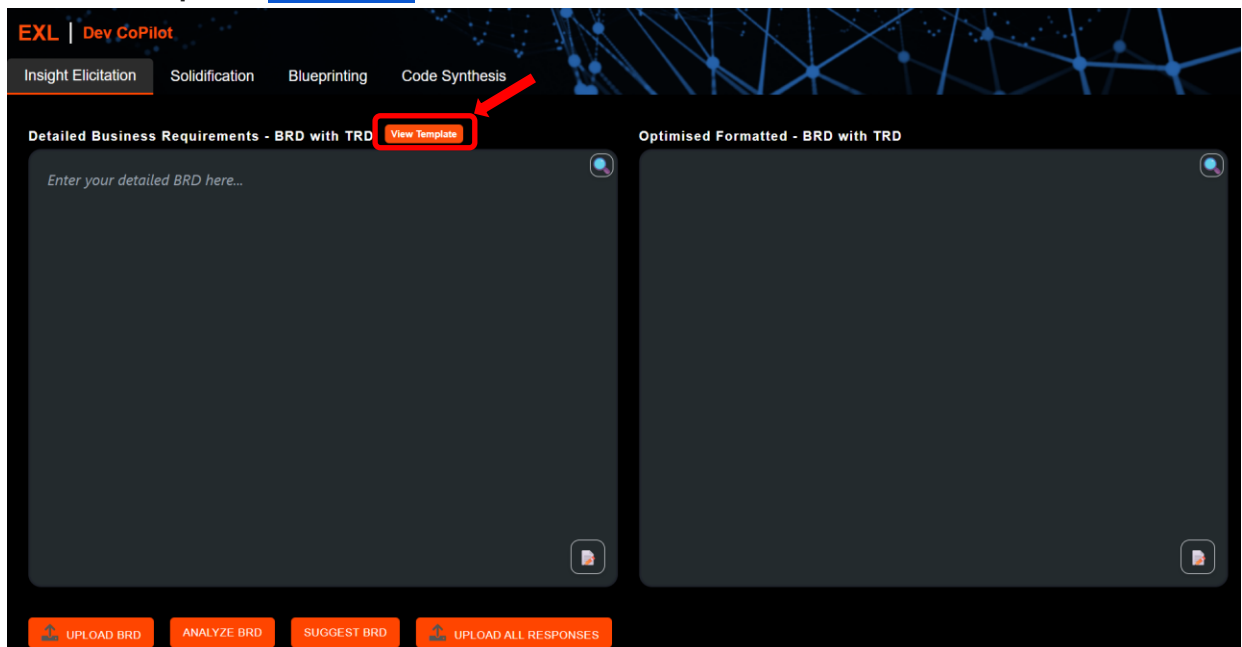
Greenfield projects are defined as new initiatives that are not built upon existing work. The successful initiation of a Greenfield project is contingent upon the submission of comprehensive planning documentation.

### Prerequisites:

- **Business and Technical Requirements Document (BRD/TRD):** A formal document detailing the project's business objectives, outcomes, technical specifications, architecture, and required resources.

For guidance on creating this document, a standardized template is available.

- **Access Template:** [Click Here](#)



## 2.0 Brownfield Project Integration

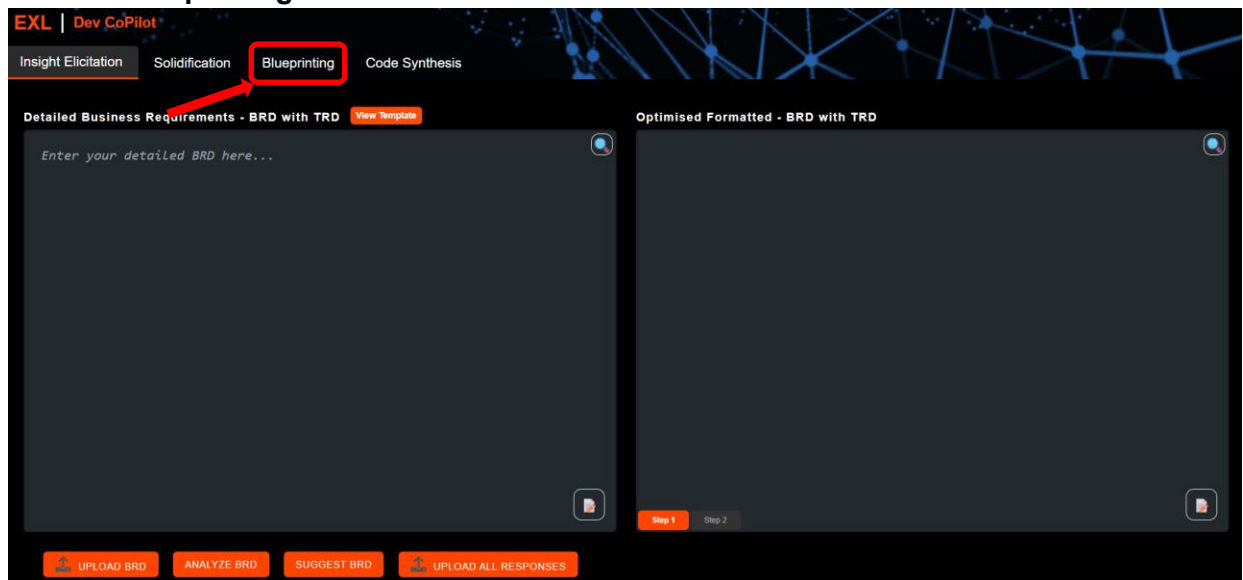
Brownfield projects involve the development or integration of pre-existing systems or

codebases. The primary step is to import the existing project structure into the designated blueprinting environment.

### Procedure:

1. Navigate to the **Blueprinting** module.
2. Select the **Project Structure** option.
3. Upload the compressed file containing the existing project architecture.

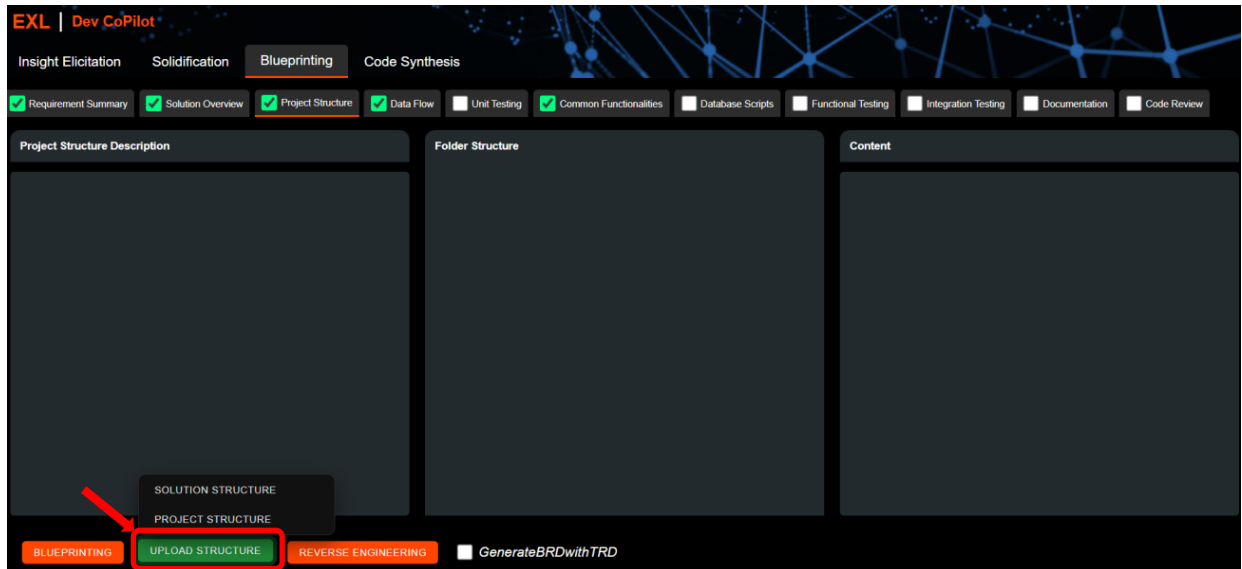
- Click on **Blueprinting** tab.



- Inside **Blueprinting** tab, Click on **Project Structure**.



- Inside **Project Structure**, Click on **Upload Structure**.

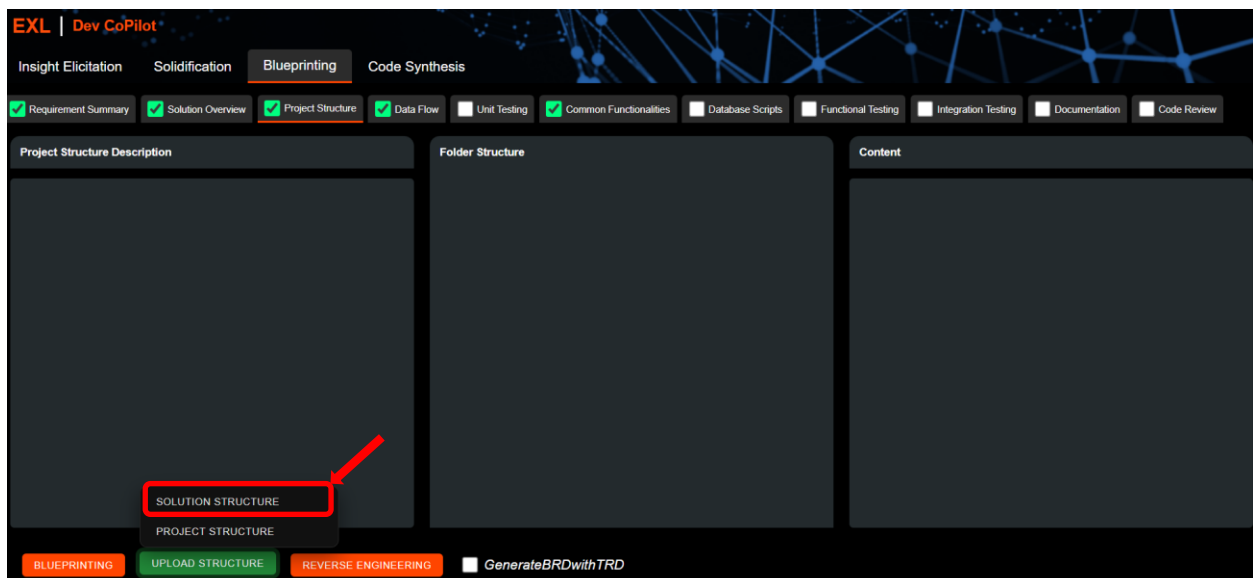


## 3.0 Accepted Submission Formats

All project structures must be submitted as a compressed .zip archive. Two primary formats are accepted, as detailed below.

### 3.1 Solution-Level Archive

This format encapsulates the entire solution within a single root folder. It is the preferred format for multi-project solutions.

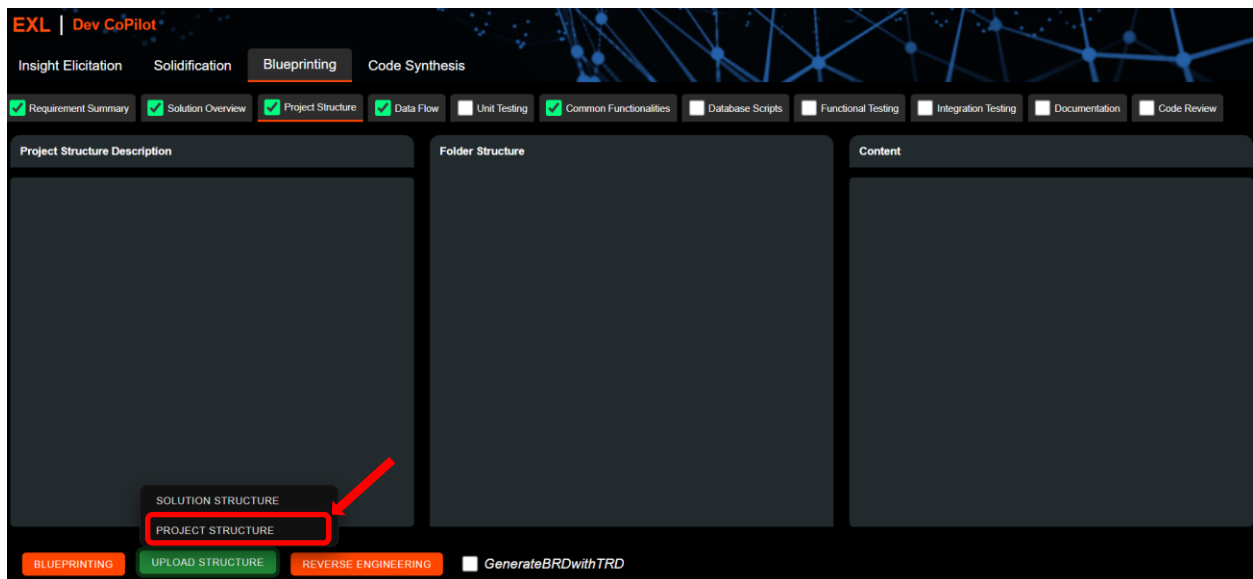


## Directory Structure Example:

```
solution-structure.zip
├── solution-folder/
│   ├── project-A/
│   │   ├── file1.cs
│   │   └── project-A.csproj
│   ├── project-B/
│   │   ├── file2.js
│   │   └── package.json
│   └── solution.sln
```

## 3.2 Project-Level Archive

This format is suitable for single-project submissions or when a parent solution file is not applicable. The project folders are located at the root of the archive.



## Directory Structure Example:

```
project-structure.zip
├── project-A/
│   ├── file1.cs
│   └── project-A.csproj
├── project-B/
│   ├── file2.js
│   └── package.json
```