Project Initiation Order

| Project Sponsor | Donon Y. |
| --- | --- |
| Project Manager | Rodin I. |
| Author |  |
| Classification | Not classified |
| Status | Pending |
|  |  |

List of Changes

| Date | Version | Changes | Author |
| --- | --- | --- | --- |
| 1.3.2019 | 1 | Document init | Rodin I. |
|  |  |  |  |
|  |  |  |  |

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# Background

Studying purposes

# Objectives

Determine all technologies, deadlines, roles in team, project objectives, human and time resources

# Parameters

* Use of HERMES

Parameters of Initiation phase

* Final deadline – May of 2019

# Outcomes and Deadlines

Outcomes of Initiation phase

| No. | Outcome | Deadline |
| --- | --- | --- |
| 1 | *Stakeholder list* |  |
| 2 | *Study* |  |
| 3 | *Analysis of legal framework* | 28.2.2019 |
| 4 | *Protection needs analysis* | 28.2.2019 |
| 5 | *Decision about choice of option (with checklist)* |  |
| 6 | *Project management plan* |  |
| 7 | *Project charter* | 3.2.2019 |
| 8 | *Decision about project charter (with project release checklist )* |  |

# Outlay

All team members and roles assigned to them

# Costs

Nothing(few hours)

# Resources

**Human Resources**

| Role / Person | Month 1 | Month 2 | Month 3 | Total | Approval of Direct Superior |
| --- | --- | --- | --- | --- | --- |
| Gordeev P. | 18 h | 19 h | 19 h | 56 h |  |
| Pashina T. | 18 h | 19 h | 19 h | 56 h |  |
| Rodin I. | 18 h | 19 h | 19 h | 56 h |  |
| Posokha K. | 18 h | 19 h | 19 h | 56 h |  |
| Zdornov M. | 18 h | 18 h | 19 h | 56 h |  |
| Donon Y. | Many-many long hours | Many-many long hours | Many-many long hours | Too many hours |  |

**Other Resources**

Rooms, IT infrastructure, specific software, etc.

# Communication

Reporting during Initiation phase, informing project sponsor, informing those involved as well as stakeholders

| Person to Be Informed | Person Responsible for Communication | Content | Objective | Means/Medium | Deadline |
| --- | --- | --- | --- | --- | --- |
| *Project sponsor* | *Project Manager* | *Project initiation objectives and planning* | *Sponsor knows the project assigned to the project manager* | *Department meeting* | *2.3.2019* |
|  |  |  |  |  |  |

# Risks

Time risks, lower result than expected because of lack of time, lower result than expected because of misscommunication in team