| **Stage** | **Project Initiation Document** | **Project ID No.** |  |
| --- | --- | --- | --- |
| **Project Title** | **[Title of Project]** | | |
| **Version** |  | | |
| **Project Sponsor** |  | | |
| **Project Manager** |  | | |
| **Description** |  | | |
| **Project Categorisation (S/M/L)** |  | | |
| **Strategic Importance** |  | | |
| **Benefits** |  | | |
| **Impact of not delivering** |  | | |
| **Major dependencies** |  | | |
| **Critical resources required, incl. ITS work** |  | | |
| **Estimated budget** |  | | |
| **Proposed start date** |  | | |
| **Proposed completion date** |  | | |
| **Project Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
| **Change Portfolio Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|
| **Strategic Change Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|

Project Initiation Document (PID)

The purpose of this document is to define the project, to form the basis for its management and the assessment of overall success. This is a portfolio document that brings together all the previous work and plans for how the project will be delivered and managed and it forms the final approval stage before implementation stage when the project will begin to work on creating the required deliverables.

# **Background**

*[Explain the context of the project and how we have arrived at the current position. This section may be copied across and updated from your Project Brief].*

# **Project Definition**

## **Project Objectives**

[*Specifically what is required to be achieved by the project - expressed, wherever possible, in measurable terms. It is often helpful to identify separate objectives for the project itself (e.g. target dates, expenditure profiles) and the project outcome (what the end-product is required to deliver during its life).*]

## **Project Scope and Exclusions**

*[Essentially what is ‘in’ and what is ‘out’ of the project - to avoid any space for confusion]*

## **Project Deliverables**

*[A list of the expected and required Deliverables/Products that the project must create or acquire, if thinking on this has evolved since the Business Case stage.]*

## **2.4 Delivery resources**

*[For each deliverable, explain who is going to design and deliver this and approx. time required].*

## **2.5 Constraints**

*[Describe the constraints within which the project must operate, e.g. statutory requirements, business continuity considerations, restrictions on time, resources, funding and/or the eventual outcome, dependencies on other projects etc. Describe any ‘no-go’ areas for the project].*

## **2.6 Interfaces/dependencies**

*[List any linkages with other programmes, projects, directorates, faculties or other work within OBU].*

## **2.7 Assumptions**

*[List all assumptions made e.g. staff capacity to deliver, a dependent project delivering on time, any IT infrastructure you are assuming is going to is available etc].*

# **3. Benefits Management Plan**

*[Insert summary table from Benefits Management Plan (see template) or add as appendix to this PID].*

| **ID** | **Benefit Description** | **Owner** | **Measure & Report** | | **Resource** | **Baseline and Target** |
| --- | --- | --- | --- | --- | --- | --- |
| **How** | **When** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# **4. Business Case**

*[Insert link to approved Business Case]. State if any subsequent impacts or changes to this business case since approved.*

**4.1 Project Budget**

*[Insert here/as Appendix or* [*link to project budget*](https://docs.google.com/spreadsheets/d/1F6ERO46YKO_1LXz-7RAH-L7B0GK-_6_K/edit?usp=sharing&ouid=116768281069240015847&rtpof=true&sd=true)*].*

## **5. Method of Approach**

*[Describe how the work of the project is going to be approached e.g. will the solution be to buy ‘off the shelf’, ‘made to measure’, developed in-house etc. Include details of any staging and of the Project Management methodology to be followed]*

**5.1 Project Controls & Tolerances**

*[Specify here how control will be exercised within the project, including reporting, monitoring and escalation mechanisms]*

The Project Board has overall responsibility for the control of the project. The board will receive information from the Project Manager. The Project Board is responsible for and controls whether the project continues, stops or changes direction or scope.

**5.2 The agreed tolerances for the project are:**

*[If applicable, insert tolerances - the approved deviation from planned parameters, i.e. increase or decrease from planned cost, time, quality or risk]*

**5.3 Assurance Plan**

*[If applicable (for medium-large projects), add details of how project assurance is being managed]*

**6. Risks and Uncertainties**

*[Provide an updated assessment of the key risks to the project here. It is important that your Project Board is aware of these, and supports your proposed risk responses, in making the decision that you should proceed with the project.]*

| **Risk & Description** | **Likelihood[[1]](#footnote-0) (1-5)** | **Impact[[2]](#footnote-1) (1-5)** | **Response Measure** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **7. Communication Plan**

*[The Communication Plan (see template) should be provided for board approval together with this PID as a supplementary document. Insert link or add as an Appendix].*

# **8. Information Security**

# *[Explain how Information Security considerations will be managed. Repeat information in project brief/business case if this remains unchanged].*

**9. Project Plan**

*[Add link or as Appendix. The Project Plan is provided for board approval together with this PID as a supplementary document].*

# **10. Project Quality Plan**

*[What are the quality expectations, acceptance criteria, responsible roles and mechanisms for ensuring quality?]*

**10.1 Acceptance Criteria**

*[Produce a prioritised list of criteria that the product must meet - you may want to link to your requirements document or user stories. Criteria listed must be measurable and will provide the basis on which the client may reject the product as not ‘fit for purpose’]. See the Quality Plan template for example criteria which could be used.*

**10.2 Quality control**

*[Define those responsible for ensuring all quality aspects of the project are managed].*

*[State here the methods by which products will be tested against their quality specifications to ensure quality requirements are met].*

# **11. Project Organisation Structure**

*[Insert a diagram of your Project Management Team and Board structure here. Including any specialist resources recruited to the project].*

1. Likelihood: 1 = Rare and 5 = Almost Certain [↑](#footnote-ref-0)
2. Impact: 1 = Insignificant and 5 = Catastrophic [↑](#footnote-ref-1)