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| Date: | \*\* / \*\* / \*\* |
| Version |  |
| Prepared by: | Name |
| Prepared for: |  |
| MSA Focus Reference |  |

*ForeTV Documentation*

***Project Mandate***

***Project Title & Customer Name***



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# Document History

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| Simon Flack | 01/09/2014 | Creation of document | 1.0 |
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|  |  |  |  |

# Document Overview

|  |  |
| --- | --- |
| Project |  |
| Client |  |
| Location |  |
| Dates of Visit |  |
| Attendees |  |
| Date Created |  |
| Author |  |

# Introduction

## Purpose

The information contained within this document is designed to provide the necessary headline details to trigger the ‘start up’ of a project.

Sufficient information should be included to identify at the prospective Executive of the Project Board and indicate the subject matter of the project.

This information is usually created outside the project itself and forms the terms and reference used to start up a project and create a project brief/initiation document.

## Audience

This document is aimed at decision makers, managers and project staff within MSA Focus to provide a basic description of a project, including who the key customer contacts will be and the headlines of what might be involved within the project itself.

## Scope

This document aims to provide an introduction to a new project. This will include a basic description of a project, including who the key customer contacts will be and the headlines of what might be involved within the project itself.

Also included will comments relevant to the development of MSA Focus and what the project may mean for the company going forward.

# Project Background

A brief summation the customer situation, including basic details of the key issues and developments that prompted them to decide on a move to ForeTV.

You may also want to mention any significant meaning for, or benefit to MSA Focus that may arise from the project.

## Outline Business Case

This section allows you to provide further information to outline details of the business case for moving to ForeTV, both from customer and MSA Focus points of view.

# Authority and Organisation

The following lists the main contacts and key project workers for both MSA Focus and the client.

## Client

|  |  |
| --- | --- |
| Title | Name |
| Executive Project Sponsor |  |
| Project Manager |  |
| IT Support |  |

## MSA Focus

|  |  |
| --- | --- |
| Title | Name |
| Project Director |  |
| Project Manager |  |
| Project Co-ordinator |  |

# Project Details

The following information forms the basis of the project and will be used to create more details plans and documentation as the project progresses.

## Objectives

The main objectives of the project for MSA Focus

## Scope

Brief overview of, the main aims of the project, its requirements and expected key stages.

## Constraints

Brief overview of any constraints on the project: Time, cost, technical limitations etc.

## Interfaces

Brief description of any known business or technical systems required to be interfaced to within the scope of the project.

## Quality Expectations

This should detail the performance and quality expected by the client. Are they an existing customer; are they currently live, when are they expecting to ‘go live’? Will there be a partial switch over etc.

# Associated Documentation

Any associated external documentation for this project should be listed here: Technical documentation, Proposal, Contract etc.

# Further Information

Allows you to details any further information that may be relevant but not already covered within this document. For example: current project status, further information received from the client, suggestions, current actions or reference documentation not directly linked to this project.