
Project Initiation Document

PROJECT INITIATION DOCUMENT

PROJECT NAME:

PROJECT NUMBER:

PROJECT RISK LEVEL: H/M/L

Prepared by:

Date:

Persons consulted:

1. BUSINESS CASE

<Insert the Business Case if you have one. >

- Why this project
- Why now?
- Options considered
- What if we don't do it?
- Benefits
- Payback period

2. PROJECT SCOPE

2.1. In Scope / Included in the Project

2.2. Out of Scope / Excluded from the Project

2.3. Dependencies

<Describe how the project impacts or will be impacted by other projects or programmes >

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2.4. Constraints

<Describe any constraints within which the project must be delivered, e.g. government deadlines; budget limits; resource limitations. >

2.5. Assumptions

< Describe any assumptions that are being worked from at this point (for example, that you will get planning permission). >

2.6 – What's the key driver of your project, and why do you think that?
< Cost, Quality or Time? >

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3. KEY ACTIONS PROPOSED TO DELIVER THE PROJECT

You MUST Include a high-level or detailed Gantt chart

Communications Plan				
What	How	Who	When	Cost

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3.1. Quality Plan

<Describe how it is intended to meet, and shown to meet, the customer's quality expectations >

Task	Acceptance Criteria

4. PROJECT CONTROLS AND REPORTING

< Describe how progress will be reported to the Project Board if there is one. >

Frequency / timing (monthly, stage end, etc)	How will the Control be reported	Responsibility for production

5. RISK CONTROL

<Attach a risk chart, or for small, low-risk projects, insert below in this document. >

Project Risk	Containment Measures

6. FINANCIAL IMPLICATIONS

	Q1	Q2	Q3	Q4	Total
Amount Year 1					
Amount Year 2					
Amount Year 3					
Amount Year 4					
Amount Year 5					

I have considered the benefits against the project costs and assessed the project plan and I confirm that this project should be progressed.

Signed: _____

Dated: _____