# README: 01\_Initiation\_Documents

## Purpose

The `01\_Initiation\_Documents` folder houses core artifacts developed during the initiating phase to formally authorize the project. These documents establish the project's purpose, scope, objectives, and initial framework, serving as the foundation for subsequent project phases.

## Contents

This folder contains key deliverables, including:

- \*\*Project Charter\*\*: Defines the project's objectives, scope, stakeholders, and high-level deliverables (e.g., `ProjectCharter\_Project1\_v1.0.docx`).

- \*\*Business Case\*\*: Justifies the project's necessity, including cost-benefit analysis and organizational alignment (e.g., `BusinessCase\_Project1\_v1.0.docx`).

- \*\*Feasibility Study\*\*: Assesses the project's viability in terms of technical, financial, and operational considerations (e.g., `FeasibilityStudy\_Project1\_v1.0.pdf`).

- \*\*High-Level Requirements\*\*: Captures preliminary stakeholder needs and project deliverables (e.g., `HighLevelRequirements\_Project1\_v1.0.xlsx`).

## Sub-Folders

- \*\*Drafts\*\*: Stores working versions of initiation documents during development and review.

- Example contents: Draft Project Charter (e.g., `ProjectCharter\_Project1\_Draft\_v0.1.docx`), preliminary Business Case (e.g., `BusinessCase\_Project1\_Draft\_v0.2.docx`).

- Use version control in file names (e.g., `\_v0.1`) and archive outdated drafts in a sub-sub-folder (e.g., `Archive`).

- \*\*Approved\*\*: Stores finalized, stakeholder-approved documents.

- Example contents: Approved Project Charter (e.g., `ProjectCharter\_Project1\_Approved\_v1.0.pdf`), finalized High-Level Requirements (e.g., `HighLevelRequirements\_Project1\_Approved\_v1.0.xlsx`).

- Convert finalized documents to PDF to prevent edits and maintain a log (e.g., `Approval\_Log.xlsx`) for tracking.

## Naming Conventions

- Use `DocumentName\_Project1\_vX.X` for version control (e.g., `ProjectCharter\_Project1\_v1.0.docx`).

- Append `\_Draft` or `\_Approved` to distinguish document status.

- Include date or author initials for drafts if multiple contributors are involved (e.g., `ProjectCharter\_Project1\_Draft\_v0.1\_20250804\_JD.docx`).

## Best Practices

- Restrict editing access to authorized personnel to prevent unintended changes.

- Use consistent file formats (`.docx` for narratives, `.xlsx` for lists, `.pdf` for finalized documents).

- Periodically review and archive outdated documents to maintain clarity.

- Align documents with PMO standards or methodologies (e.g., PMBOK, PRINCE2).

## Notes

- If transitioning to a shared drive or cloud platform, configure folder permissions to align with organizational governance policies.

- Contact the project manager for guidance on document templates or approval processes.