Initiation Stage Plan –

[Project Name]

|  |  |
| --- | --- |
| Purpose | Initiating a project takes time and money and should be planned and approved like any other work in the project. The Initiation Stage Plan is just like any other Stage Plan with the exception that (some of) the products to be produced are given – the Project Initiation Document and the Benefits Review Plan. |

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| --- | --- | --- | --- | --- | --- |
| **Rev.** | **Date** | **Reason for issue** | **Author** | **Reviewed by** | **Approved by** |
| 0.1 | [Date] | [Description] | [Name] | [Name] | [Name] |
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# Plan Description

[A brief description of what the initiation stage plan covers and the planning approach]

# Plan Prerequisites

[Fundamental aspects that must be in place for the plan to succeed]

# External Dependencies

[Factors that may influence the plan]

# Planning Assumptions

[Planning assumptions upon which the plan is based. ]

# Lessons Incorporated

[Details of relevant lessons from previous similar projects]

# Monitoring and Control

[Details of how the plan will be monitored and controlled]

# Budgets

Time to complete:

Cost:

Work hours:

[Cover the time and cost, including internal hours plus provisions for risks and changes]

# Tolerances

[Time, cost and scope tolerances for the level of plan]

# Product Descriptions

[List the products which will be delivered in this stage in addition to:]

The initiation stage shall deliver, in line with PRINCE2 framework:

* A Product Initiation Document (PID)
* A Benefits Review Plan

The product descriptions for these products are given by the PRINCE2 framework and will not be repeated in this plan.

# Schedule

[Choose a format that fits your stage. Below is an example]

|  |  |  |
| --- | --- | --- |
| Activity | Event | Resources |
| 1 – Planning preparations | Work over ½ week | Project Manager |
| 2 – Planning Workshop | Workshop over 1 day | Project Manager Specialist personnel |
| 3 - Elaborate PID & Benefits Review Plan | Iterative work over 1 week | Project Manager Specialist personnel |
| 4 - Review PID & Benefits Review Plan | Workshop over <½ day | Project Manager Specialist personnel Senior user Senior supplier Project owner |
| 5 - Approve PID & Benefits Review Plan | Evaluation & approval over <½ day | Project owner |