

Project Initiation Document Template

PROJECT NAME			
PROJECT NUMBER		RISK LEVEL	
PREPARED BY		DATE	
PERSONS CONSULTED			

1. BUSINESS CASE	
WHY THIS PROJECT?	
WHY NOW?	
OPTIONS CONSIDERED	
WHAT IF WE WON'T DO IT?	
BENEFITS	
PAYBACK PERIOD	

2. PROJECT SCOPE

IN SCOPE

(included in the project)

OUT OF SCOPE

(excluded from the project)

DEPENDENCIES

(Describe how the project impacts or will be impacted by other projects or programs)

CONSTRAINTS

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

ASSUMPTIONS

(Describe any assumptions that are being worked from at this point, e.g. for a procurement project, that a suitable product is available for procurement)

WHAT'S THE KEY DRIVER OF YOUR PROJECT, AND WHY DO YOU THINK THAT?

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

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 it is intended to meet, and shown to meet, the customer's quality expectations)

FREQUENCY/TIMING (Monthly, stage end, etc.)	HOW WILL THE CONTROL BE REPORTED?	RESPONSIBILITY FOR PRODUCTION

5. RISK CONTROL LOG

(Attach a risk log 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: _____