[Project]

Project initiation document

Providing the project with direction and scope.

[Ref filename & version]

# Contents

[1. Project definition 2](#_Toc487553862)

[2. Project approach 2](#_Toc487553863)

[3. Business case 2](#_Toc487553864)

[4. Project management team structure 2](#_Toc487553865)

[5. Role descriptions 3](#_Toc487553866)

[6. Quality management approach 3](#_Toc487553867)

[7. Change control approach 3](#_Toc487553868)

[8. Risk management approach 3](#_Toc487553869)

[9. Communication management approach 4](#_Toc487553870)

[10. Project plan 4](#_Toc487553871)

[11. Project Controls 4](#_Toc487553872)

[12. Tailoring of PRINCE2 4](#_Toc487553873)

[Guidance on how to complete 5](#_Toc487553874)

# Project definition

# Project approach

# Business case

# Project management team structure

# Role descriptions

# Quality management approach

# Change control approach

# Risk management approach

# Communication management approach

# Project plan

# Project controls

# Tailoring of PRINCE2

Guidance on how to complete

***(Note: following completion of the Project Initiation document the pages beyond this point can be deleted)***

## Purpose

The purpose of the PID is to define the project, in order to form the basis for its management and an assessment of its overall success. The PID gives the direction and scope of the project and (along with the stage plan) forms the ‘contract’ between the project manager and the project board.

The three primary uses of the PID are to:

* ensure that the project has a sound basis before asking the project board to make any major commitment to the project
* act as a base document against which the project board and project manager can assess progress, issues and ongoing viability questions
* provide a single source of reference about the project so that people joining the ‘temporary organization’ can quickly and easily find out what the project is about, and how it is being managed.

The PID is a living product in that it should always reflect the current status, plans and controls of the project. Its component products will need to be updated and re-baselined, as necessary, at the end of each management stage, to reflect the current status of its constituent parts.

The version of the PID that was used to gain authorization for the project is preserved as the basis against which performance will later be assessed when closing the project.

## Composition

There follows a contents list for the PID. Project definition and project approach are extracted from the project brief:

* **Project definition** Explains what the project needs to achieve. It should include:
	+ background
	+ project objectives and desired outcomes
	+ project scope and exclusions
	+ constraints and assumptions
	+ the user(s) and any other known interested parties
	+ interfaces
* **Project approach** Defines the choice of solution and delivery approach that will be used in the project to deliver the business option selected from the business case, taking into consideration the operational environment into which the solution must fit
* **Business case** (see section A.2) Describes the justification for the project based on estimated costs, risks and benefits
* **Project management team structure** A chart showing who will be involved with the project
* **Role descriptions** These describe the roles of those in the project management team and any other key resources
* **Quality management approach** (see section A.22) Describes the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels. Where the project is subject to the commissioning organization’s quality management policies/strategies, the PID should make reference to them rather than duplicate them. Where the project is not subject to the commissioning organization’s quality management policies/strategies, appropriate strategies/approaches should be documented
* **Change control approach** (see section A.3) Describes how and by whom the project’s products will be controlled and protected. Where the project is subject to the commissioning organization’s change control policies/strategies, the PID should make reference to them rather than duplicate them. Where the project is not subject to the commissioning organization’s change control policies/strategies, appropriate strategies/approaches should be documented
* **Risk management approach** (see section A.24) Describes the specific risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure. Where the project is subject to the commissioning organization’s risk management policies/strategies, the PID should refer to rather than duplicate them. Where the project is not subject to the commissioning organization’s risk management policies/strategies, appropriate strategies/approaches should be documented
* **Communication management approach** (see section A.5) Defines the parties interested in the project and the means and frequency of communication between them and the project. Where the project is subject to the commissioning organization’s communication management policies/strategies, the PID should make reference to them rather than duplicate them. Where the project is not subject to the commissioning organization’s communication management policies/strategies, appropriate strategies/approaches should be documented
* **Project plan** (see section A.16) Describes how and when the project’s objectives are to be achieved, by showing the major products, activities and resources required on the project. It provides a baseline against which to monitor the project’s progress, management stage by management stage
* **Project controls** Summarizes the project-level controls such as management stage boundaries, agreed tolerances, monitoring and reporting
* **Tailoring of PRINCE2** A summary of how PRINCE2 will be tailored for the project.

## Derivation

The PID is derived from the following:

* project brief
* discussions with user, business and supplier stakeholders for input on methods, standards and controls.

## Format and presentation

The PID could be:

* a single document
* an index for a collection of documents
* a document with cross-references to a number of other documents
* a collection of information sources in a project management tool.

## Quality criteria

The following quality criteria apply to a PID:

* The PID correctly represents the project.
* It shows a viable, achievable project that is in line with corporate, programme management or customer strategies or overall programme needs.
* The project management team structure is complete, with names and titles. All the roles have been considered and are backed up by agreed role descriptions. The relationships and lines of authority are clear. If necessary, the project management team structure shows to whom the project board reports.
* It clearly shows a control, reporting and direction regime that can be implemented, appropriate to the scale, risk and importance of the project to corporate, programme management or the customer.
* The controls cover the needs of the project board, project manager and team managers and satisfy any delegated assurance requirements.
* It is clear who will administer each control.
* The project objectives and approaches are consistent with the organization’s social responsibility directive, and the project controls are adequate to ensure that the project remains compliant with such a directive.
* Consideration has been given to the format of the PID. For small projects a single document is appropriate. For large projects, it is more appropriate for the PID to be a collection of stand-alone documents. The volatility of each element of the PID should be used to assess whether it should be stand-alone (e.g. elements that are likely to change frequently are best separated out).