

**PROJECT DOCUMENTATION**

**PROJECT INITIATION DOCUMENT**

*TITLE*

Release: Draft 1.5  
Date:

**PRINCE 2**

Author:

Owner:

Client:

Document Number:

---

## Project Initiation Document History

---

### Copyright Notice

The original format of this document is copyright IBM (UK) Ltd. 1998.

---

### Document Location

This document is only valid on the day it was printed.  
The source of the document will be found on the project's PC in location

---

### Revision History

**Date of this revision:**

**Date of Next revision:**

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

---

### Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

---

### Distribution

This document has been distributed to

Name	Title	Date of Issue	Version

---

## **Project Initiation Document**

---

### **Purpose of Document**

The purpose of this document is to define the project, to form the basis for its management and the assessment of overall success.

---

### **Background**

*Must state where the project fits into the overall strategy (The Vision) i.e. (where applicable), the EU, Scottish Government's Economic Strategy, Single Outcome Agreement, Council's Corporate plan, Development Plan's, OBC's etc.*

---

### **Project Definition**

*What exactly is the project – this must be clear.*

### **Project Objectives**

*Objectives should be SMART; Specific, Measurable, Agreed, Realistic and Timely*

### **Project Scope**

*List what is in the project*

### **Method of Approach**

*A description of the way in which the work is to be approached. For example; are we building a product from scratch or buying in a product that already exists? State type of solution, description, reasons.*

### **Project Deliverables and/or Desired Outcomes**

*An item that the project has to create as part of the requirements. It may be part of the final outcome or an intermediate element on which one or more subsequent deliverables are dependent.*

### **Exclusions**

*Identification of exclusions further clarifies the scope of project*

### **Constraints**

*A statement of things that will constrain any project solution i.e. land ownership implications, budget etc.*

### **Interfaces**

*Does the project 'interface' with other areas/business/organisations, stakeholders. Very important in public sector organisations.*

## **Assumptions**

*What assumptions have been made in drawing up this project.*

---

## **Outline Business Case**

*The justification for an initiative [programme, project, activity] in which continuing viability is tested.*

*The Initial Business Case will be set out under the following sub-headings; reasons, options, benefits expected, risks, costs, timescales, investments appraisal and, evaluation.*

---

## **Project Organisation Structure**

*This section sets out the Project Board Members, the Project Manager and the Project Team Members, stakeholders, partners, other skills required (internal or external?) and outlines their responsibilities in relation to the project.*

---

## **Communications Plan**

*A plan of the communications activities during the project. Typically contains when, what, how and with whom information flows*

*Sets out consultation plan to ensure engagement with the community.*

---

## **Project Quality Plan**

*A plan defining the key quality criteria, quality control and audit processes to be applied to project management and specialist work.*

---

## **Initial Project Plan**

*A high- level plan showing the major products of the project, when they will be delivered and at what cost. An Initial Project Plan is presented as part of the PID. This is revised as information on actual progress appears. It is a major control document for the Project Board to measure actual progress against expectations.*

*For construction related project; runs from 'Initiation Stage' to end of project.*

---

## **Project Controls**

*Sets out;*

- *Regularity of 'highlight reports' (i.e. monthly) and their content. Template*
- *Tolerances (+/- %) for costs and schedule. Triggers 'Exception Reports' (template) and possibly 'Exception Assessments' for approval by Project Board.*

*Also establishes control of;*

- *Configuration Management; aims to identify, track and protect the project's deliverables(s) or products(s) from unauthorised change.*

- 
- *Change Control; Capture and log project 'issues' and assess if 'change' is required. Should prevent 'scope creep'.*
- 

### **Initial Risk and Issues Log**

*A record of all identified risks relating to the projects and their status and history. 'Risk Analysis' and/or 'Risk Log' templates will be attached as separate appendices.*

---

### **Financial Management**

---

### **Equality and Sustainability**

---

### **Contingency Plans**

*This relates to contingency plans in the event that the project fails (either in getting implemented or total failure during implementation. Contingencies for the micro management of the project will be managed through the project controls i.e. highlight reports, exception reports, risk register and issues register.*

---

### **Project Filing Structure**

*Establish protocols to ensure effective management of files that can be readily accessed by required parties to most up to date versions.*

---