

Project Initiation Document

Project Initiation Document Template

PROJECT SCOPE AND OBJECTIVES			
Project Name		Project#	
Project Description*			
Project Sponsor*			
Requested by*			
Senior User			
IT Contact			
Estimated Size	Small/Medium/Large		
Key Stakeholders			
Date requested	Planned Project Start Date*	Planned Project End Date*	
Business Rationale : Value of performing this project (also see Project Business Case)			
Aligned with			
Organisational strategy?		Systems strategy?	Technology strategy?
Project impacts and dependencies* (which other projects/systems/services/products/business areas/business processes may be affected by this project, either in terms of successful project delivery or successful benefits delivery?)			
Key deliverables of this project*			
Proposed solution			
Will this project result in a new service?			Yes/No
Will this project result in an existing service being decommissioned?			Yes/No
*fields on PM3 Project Details page			

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PROJECT APPROACH		
Project Organisational Structure		
Project Delivery Approach		
Project Governance Approach		
Project assumptions, constraints and risks*		
Key Project Milestones*		
Milestone	Date	Accountable
*fields on PM3 Project Details page		

PID APPROVAL		
Role	Signature	Date
Project Requester		
Project Sponsor		
IT Contact		