<Insert Project Name> Project Initiation Document (PID)

<Insert Date>

DRAFT V0.1

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Document Control

Summary of Document Changes

Version	Date	Author	Reason

Quality Assurance

Version	Date	Reviewer

Document Naming

Prepared By:	
Version:	
Status:	
Release Date:	

Using this Template

This template is intended to act as a guide only in preparing a Project Initiation Document. It needs to be tailored appropriately.

Italics: have been used to represent suggested wording. Where wording is accepted, or alternate wording is adopted, the text should not be in Italics.

<Blue text in parentheses>: has been used to represent instructions and should be replaced with the relevant text. Where <Blue text in parentheses> is replaced on the title page, the font colour should be changed to White. Where <Blue text in parentheses> is replaced on all other pages of this document, the font colour should be changed to Black.

1. Introduction

1.1. Purpose of Document

The purpose of the Project Initiation Document (PID) is to provide an overview of the <Insert Project Name>*. The PID provides a definition for the project, to form the basis for its management and the assessment of overall success.*

There are two primary uses of this document:
- *To ensure that the project has a sound basis before the Project Board authorises full commitment to the project*

- *To act as a base document against which the Project Board and Project Manager can assess progress, change management issues, measurement of progress and ultimate achievement of the project objectives.*

The Project Manager for the <Insert Project Name> *is* <Insert Project Manager's Name>.

1.2. Intended Audience

The intended audience for this document is the Project Board and key stakeholders.

2. Project Background

<Insert relevant Project background information. This may include the Project's adherence to the ICT Strategy, the purpose of the Project and the motivations behind its implementation>

3. Project Definition

3.1. Critical Success Factors

<List the elements which are necessary for a project to achieve its objective. For example, a CSF for a successful Information Technology (IT) project is user involvement.>
- *Example of a Critical Success Factor: A **clear understanding of the impact of, and readiness for, the change** prior to implementation of change, including a strong understanding of the current state.*

3.2. Project Objectives

<Broadly outline objectives>

3.3. Project Scope

<Describe the aims of the Project and what the Project hopes to achieve>

In Scope
<List what is in-scope for the project>

Out of Scope
<List what is in-scope for the project>

4. Project Approach

<Knowing the overall approach, or *methodology*, of a project is an important part of understanding when and how you'll be involved and how you should be involving others, such as your project team and business stakeholders. Describe your Project Approach here. An example has been provided for illustration purposes.>

<EXAMPLE: The project will be completed in a single stage as the constraints on budget and time limit the scope of the project.

Department X currently uses a Notes based Content Management System (CMS), there are two versions of this system and most recently <existing application name> has been developed using version 2. <Vendor name> are currently undertaking a review of Content Management Systems, but any system selected as part of this review would not be available within the short term (ie. next 3-6 months).

In order to meet the project timelines, the decision has been made to utilise version 2 of the existing Notes based CMS. This has been selected because it can be implemented quickly and tailored if required.

An Information Architect will be engaged to analyse the existing sources of procurement information and recommend a structure and homepage layout which will make this information more accessible. The Information Architect will also provide recommendations for future enhancements which could not be supported on the existing CMS or implemented within the project timeframes.>

5. Project Plan

<The Project Plan provides a statement of how and when a project's objectives will be achieved and is used by the Project Board as a baseline against which to monitor the project progress stage by stage. The plan outlines the major products, activities and resources required on the project>

<Insert the Project Plan>