

**Sections required**

|  |  |
| --- | --- |
| **Project Size** | **Sections required** |
| Small | Controls within PPM tool to be used |
| Medium | 1, 2, 3.1 - 3.6 and 5 |
| Large | 1, 2, 3, 4 and 5 |

See Project Classification Guide <https://www.its.qmul.ac.uk/projectsandchange/projectgovernance/businesscase/>

See Document Scaling Guide <https://www.its.qmul.ac.uk/projectsandchange/projectgovernance/>

**PROJECT NAME**

**Project Initiation Documentation**

**Prepared by:** Author

**PURPOSE OF DOCUMENT**

The purpose of the project initiation documentation is to capture and record basic information needed to correctly define and plan the project. It is the key pre-requisite for the Produce PID gateway and approval to move on to the Detailed Design stage.

**RACI**

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| --- | --- | --- | --- |
| **Responsible** | **Accountable** | **Consult** | **Inform** |
| Project Manager | Project Board & Project Executive | PMO, Business Analyst, Business Owner, Infrastructure, Applications, Service Management, Research IT | ITLT, FRMs |

GUIDANCE NOTE: This should show who is responsible, accountable, consulted and informed with regard the document

**DOCUMENT CONTROL**

CHANGE CONTROL TABLE

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| **Version** | **Amendment** | **Description** | **Release Date** | **Updated by** |
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**APPROVALS**

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# Project Definition

## Background

*Guidance Note: Copy from the Business Case.*

## Scope and Exclusions

### Included in Scope

*Guidance Note: List the main scope items for the project.*

|  |  |
| --- | --- |
| **Scope No** | **Description** |
|  |  |
|  |  |

### Excluded from Scope

*Guidance Note: List the main items that are out of scope for the project.*

|  |  |
| --- | --- |
| **Exclusion No** | **Description** |
|  |  |
|  |  |

## Constraints, Assumptions and Dependencies

### Constraints

*Guidance Note: Describe the known constraints of the project, e.g. there may be constraints around when particular items of work can be done or need to be completed by, restrictions on availability of equipment or other resources or the location of the project team. Use the constraints identified in the mandate as a starting point and add any additional ones identified to-date.*

|  |  |
| --- | --- |
| **Ref** | **Description** |
|  |  |
|  |  |

### Assumptions

*Guidance Note: List the assumptions that have been identified for the project. Use the assumptions identified in the mandate as a starting point and add any additional ones identified to-date.*

The initial assumptions for the project are:

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Agreed by** |
|  |  |  |
|  |  |  |

### Dependencies

*Guidance Note: Outline the internal and external factors upon which the successful delivery of this project are dependent, such as other projects and programmes already underway. Also include any projects or programmes that are dependent on the delivery of this project. Use the dependencies identified in the business case as a starting point and add any additional ones identified to-date.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dependency No** | **Dependency Description** | **Deliverables** | **Delivery Date** | **Priority**  **(High, Med, Low)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Interfaces

*Guidance Note: Outline any interfaces this project has with other systems or services which result in data flows.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interface No** | **Interface Description** | **Inbound/ Outbound** | **System/ Service** | **Data** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Project Approach

## Solution

*Guidance Note: Describe in high-level terms the solution that will be used to deliver the business option selected from the Business Case, taking into consideration the operational environment into which the solution must fit.*

## Approach to Implementation

*Guidance Note: Describe the approach to implementation that the project will take. This could, for example, describe how tasks will be split between internal and external resources, how a phased approach will be used, using a project pilot etc.*

# Project Management Structure

## Project Management Team Structure

*Guidance Note: Provide an org chart showing the project management structure. This should include the executive board (if required), project board, delivery team(s)*

## Role Descriptions

### Project Board

A project board is setup by the project executive who is appointed by ITSB and a project manager who is assigned by the AD for Projects and Change. The project board will have the following composition:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
|  |  |  |
|  |  |  |
|  |  |  |

### Project Board Roles

Please refer to the IT Services Project Board Terms of Reference – Roles & Responsibilities.

## Meeting Structure

Please refer to the IT Services Project Board Terms of Reference – Roles & Responsibilities.

## Delivery Team

The delivery team will have the following composition:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
|  |  |  |
|  |  |  |
|  |  |  |

## Monitoring and Control

## Project Tolerances

*Guidance Note: Specify any project tolerances that apply to this project. Typically, these will be in terms of cost, time and quality.*

## Product Descriptions

### Work Packages – Specialist Products

*Guidance Note: List the main work packages that will need to be delivered by the project to create the specialist products.*

|  |  |  |
| --- | --- | --- |
| **Reference** | **Name** | **Description** |
|  |  |  |
|  |  |  |
|  |  |  |

### Work packages – Management Products

*Guidance Note: List the management products that the project will need to create and maintain.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Status** |
| Benefits Review Plan | Defines how and when measurement of project benefits achievement can be made |  |
| Business Case | Provides justification for the project in terms of benefits, costs, risks, and timescales and is used to assess viability |  |
| Communication Management Strategy | Describes the means and frequency of communication between the project and its stakeholders |  |
| Configuration Item Record | Describes the status, version, variants and relationships for a configuration item (product, product component or release) |  |
| Configuration Management Strategy | Defining how and by whom the project’s products (each a configuration item) will be controlled and protected |  |
| End Project Report | Confirms handover of the project’s products to the Project Board and assesses project performance against the PID |  |
| End Stage Report | Provides information about project performance and status for the stage to the Project Board |  |
| Exception Report | Describes an exception situation, its impact, options, and Project Manager recommendations to the Project Board |  |
| Highlight Report | Reports stage progress and status to the Project Board on a regularly scheduled basis |  |
| Issue Register | Captures and maintains information on all project issues that are being managed formally |  |
| Issue Report | Describes, assesses the impact and makes recommendations for issues that are being formally handled |  |
| Lessons Log | Provides an informal repository for lessons learned that apply to the current project and lessons from previous projects |  |
| Lessons Report | Documents lessons learned from the current project that can be applied to future projects |  |
| Plan – Project, Stage and Team | Specifies the ‘what, when, how and by whom’ required to achieve an objective at a project, stage, or team level |  |
| Product Description | Describes the purpose, composition, derivation and quality criteria for a product |  |
| Project Initiation Document | Logical set of documents bringing together key information to start and to manage and control a project |  |
| Project Product Description | Defines project scope and requirements, customer quality expectation and acceptance criteria |  |
| Quality Management Strategy | Defines quality techniques, standards and responsibilities to be applied during a project |  |
| Quality Register | Contains summary details of all planned and completed quality activities for the project |  |
| Risk Management Strategy | Describes goals, procedures, roles and responsibilities, tolerance, tools and techniques for applying risk management |  |
| Risk Register | Records identified project risks, their status and history |  |
| Work Package | Contains information for creating one or more products, describing the products, the work and any constraints |  |
| Service Design Document | Specifies the technical design of the service |  |

# Quality Management Strategy

*Guidance Note: The Quality Management Strategy will vary in scale and detail according to the size and complexity of the project. For a small project you can reference the Gateway Review Process using the text shown below. For a large complex project a separate quality plan may be necessary which can be referenced from this document.*

## Quality Plan

*Guidance Note: If a separate quality plan is being developed it should address the following areas:*

* *Customer’s quality expectations*
* *Acceptance criteria based on product descriptions*
* *Quality tolerances based on product descriptions*
* *Quality methods*
* *Quality responsibilities*
* *Creation of Quality Register (see below for high level Quality Register)*
* *Threshold to exit early life support e.g. no P1s, fewer than 5 P2s*

The project will monitor quality in accordance with the Gateway Review Process defined by the Programme Management Office.

## Quality Control

*Guidance Note: For a small project you can simply include the text indicated below. For a large complex project it may be necessary to detail the quality control measures as part of a separate quality plan. This could include, for example, the following:*

* *Implementing and tracking the quality methods during the life of the project*
* *Maintaining the quality records, within the Quality Register*

See tables below for an outline of the products and their quality review.

## Specialised Products

*Guidance Note: List the specialised products for the project, the methods by which their quality will be assessed, their producers, reviewers, approvers, and target review dates. For the specialised products, the reviewer may be customer or business representatives who need to ensure that the products comply with particular quality criteria.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Name** | **Quality Method** | **Producer** | **Reviewer** | **Approver** | **Target Review Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Communications Approach

*Guidance Note: This section can simply reference the project’s Communications and Engagement Plan.*

Please refer to the project Communications and Engagement Plan.