**Project Initiation Document**

Enter Project Name and Number

Project Manager

***Please note:*** *Text in blue italics is for guidance only and should be removed in final version.*

**Document History**

## Document Details

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| --- | --- |
| **Author** | *(PM Name)* |
| **Classification** | Private / Public *(Select Appropriate)* |

Document Review History

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| --- | --- | --- | --- | --- | --- | --- |
| **Version No.** | **Status**  Draft / Awaiting Approval / Final | **Reviewed By** | **Review Date** | **Summary of Changes** | **Date of Changes** | **Changes Approved by** |
|  |  | *Peer* |  |  |  |  |
|  |  | *Technical* |  |  |  |  |
|  |  | *Security* |  |  |  |  |
|  |  | *Financial* |  |  |  |  |
|  |  | *Project Board* |  |  |  |  |

**Background**

What has led us to where we are

*Business Strategy alignment.  
Historic projects/work to date.  
Requirement of working group, programme, project.  
Directives/agreements already taken.*

**Business Need / Case**

The underlying need for the activity

*What are the desired outcomes for the University ?*

*For example: To better equip the University in its day-to-day management of XYZ*   
*To support staff to....*  
*To provide a system to do....*

*What are the desired outcomes for the University*

**Approach**

*Enter details of how the project will be delivered e.g.: phased, project methodology, use of technical innovation group etc. E.g.:*

* *Are all the requirements known and/or will they be gathered at the outset?*
* *What is the approach to testing?*
* *Will there be any use of external companies or contractors?*

**Scope**

The area to be covered by the activity

*For example: We are looking at the QWERTY process specifically from stage 2 to stage 3*

In scope:

* xxxx
* xxxx

Out of scope:

* xxxx
* xxxx

**Deliverables**

Tangible outcome of the activity

* *Requirements Documentation*
* *Technical design document*
* *Business case for investment*
* *New system*
* *New process*
* *New roles / responsibilities*
* *Test strategy plans and scripts*
* *Handover to support documentation*
* *Training & user guides*
* *Communication plan*
* *Benefits Realisation plan*
* *Privacy impact assessment (if required) - state out of scope if not*
* *Accessibility assessment and testing*

**Project Staff & Reporting**

People that are likely to be required to make the project a success

Sponsor/Business Owner: *xxxx*

Project Manager/Lead: *xxxx*

Project Board/Steering Group (Proposed):

* *Senior Supplier/System Owner of solution e.g. IT lead, Business Owning Department Management:*
* *Senior user of solution e.g. academic/student/admin staff*
* *Key Stakeholders to support decisions/resolve issues, promote project*

Project Team (Proposed):

* *Technical Lead: xxxx*
* *Process Owner Lead xxxx*
* *Business Area 1 Lead: xxxx*
* *Business Area 2 Lead: xxxx*
* *Business Area 3 Lead: xxxx*

Resource Plan:

**Risks & Issues**

*When identifying and scoring risks please ensure you comply with the University guidelines on Risk Appetite regarding Estates and Infrastructure:*

*“Residual risk scores arising from assessment of risks concerning the overall project delivery should be as low as possible and should not exceed 12, providing that residual scores for compliance, financial and reputational risk aspects are within the tolerances for those categories.”*

[*View the full Risk Appetite Statement*](https://livenapierac.sharepoint.com/:f:/r/sites/iservices/crossdepartment/ISProgramme/PMO/Project%20Toolkit/Templates/RiskAppetite?csf=1&web=1&e=S9oNxx)

Risks:

* *Detail any risks that have been identified in pre-project*

Issues:

* *Detail any issues that have been identified in pre-project*

LINK to RAID Log, Risks/Issues on SharePoint site, etc.

**Dependencies & Constraints**

The restrictions, limitations or reliance on other activity, policy, structure

Time:

* *System has to be in place for use in AY xx/xx*
* *Procurement timescales to consider (e.g. OJEU if over £172k)*

Interdependencies:

* *On xxxx Project or xxxx Project dependent on this*
* *Other technologies/systems*

Project Resource:

* *Staff time to deliver work required and engagement with the project*

**Lessons Learned Actions**

|  |  |  |
| --- | --- | --- |
| **Historical Project ID** | **Issue Raised** | **Action for current project** |
| *IS-10-0001* | *Engagement of system administrative staff.* | *Include system admin staff on the project team and board.* |
|  |  |  |
|  |  |  |

**Benefits and Baseline Data / Measurement Plan**

Measurable improvement resulting from project deliverables. Also include details of baseline data (where we are at now) benefits owners, and how your project will measure the improvement journey.

*Baseline data should be a measurable quantity. Full details which specify target measurements (where you expect to be at completion) will be included in your benefits realisation plan and should be recorded once the project moves into delivery. This document should be continuously updated throughout the project. The template for this can be found* ​xlsx icon[*here*](https://livenapierac.sharepoint.com/:x:/r/sites/iservices/crossdepartment/ISProgramme/PMO/Project%20Toolkit/Templates/PMO-0043-Benefits-Realisation-Plan-and-Tracker.xlsx?d=w0b9fb267fb7040dcbf6abf312f60b098&csf=1&web=1&e=aeokgS)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Benefit** | **Measurement** | **Baseline** | **When** | **Owner** |
| *Reduction in duplication of data entry* | *Time spent on re-work* | *15 entries a month* | *Every 6 months* | *A. Employee (system administrator)* |
| *Identification of funding opportunities to fund research* | *Increase in funding sources* | *10 successful grants per year* | *Annually* | *G. Manager (Research & Innovation/Project Sponsor)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Budget Outline**

Where will budget for project spend come from and likely areas of spend

*For Example:*

* *Project staff resources from revenue budget*
* *Hosting infrastructure from revenue budget*
* *50K Budget agreed through planning round and is ring-fenced in DSIC*
* *25K Capital spend on buying new product*
* *10 K Capital spend on consultancy*
* *15 K Revenue spend on year 1 licence and maintenance*
* *No budget identified for ongoing system management- to be addressed through project*

*If the spend is over £12K then a Procurement Request Form (PRF) is required.*

**Delivery and Communications Plan**

Options Appraisal:

* *Will the project carry out an options appraisal?*

Solution Design & Deployment:

* *Has a UX assessment been carried out*
* *Is there a proposed solution design, or deployment plan?*

Testing & Acceptance:

* *Test plan, who will carry out technical & User testing*
* *What are the acceptance criteria before handover?*

Who will be communicated with and when:

* *Stakeholder matrix may be required.*

**Handover Plan**

*Who will use the deliverables above and what assistance will they require to fully benefit ?*

* *Training requirements for IS and users*
* *Support requirements for IS and users*

**Detailed Milestone Plan**

*Proposed sequence of events to realise outcomes who will use*

* *Agree scope, roles and responsibilities:*  *Feb 20xx*
* *Initial Project Board:* *Feb 20xx*
* *Create Communications Plan:*  *Feb 20xx*
* *Process/Requirements Capture activity:*  *Mar 20xx*
* *Formulate Requirements and Specification:*  *Mar 20xx*
* *Sign off with Project Board:*  *Mar 20xx*
* *System build (incl. System/data warehouse links)* *Jun 20xx*
* *System test*  *Jul 20xx*
* *Training for new system:*  *Jul 20xx*
* *System in place for use:*  *Sep 20xx*
* *Project evaluation and closure* *Oct 20xx*

*Gantt Chart Link – Link out to MS Project timeline.*

**High Level Milestone Plan**

Proposed sequence of events to realise outcomes

* *Agree scope, roles and responsibilities: Feb 20xx*
* *Initial Project Board: Feb 20xx*
* *Formulate Requirements and Specification: Mar 20xx*
* *Sign off with Project Board: Mar 20xx*
* *System build*
* *System in place for use: Sep 20xx*
* *Project evaluation and closure Oct 20xx:*

**Other Considerations**

**Additional Information**

*Enter any additional information.*

When complete please send to [pmo@napier.ac.uk](mailto:pmo@napier.ac.uk)