

# Project Initiation Document (PID)– [Project Name]

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**Purpose**

The purpose of the Project Initiation Document is to define the project, in order to form the bases for its management and an assessment of its overall success. The Project Initiation Document gives the direction and scope of the project and forms the contract between the Project Manager and the Project Board.

<b>Re v.</b>	<b>Date</b>	<b>Reason for issue</b>	<b>Author</b>	<b>Reviewed by</b>	<b>Approved by</b>
0.1	[Date]	[Description]	[Name]	[Name]	[Name]

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# 1 Project Definition

[Explaining what the project needs to achieve. It should include the following sub sections:]

## 1.1 Background

[Justification for the organizational activity (project)]

## 1.2 Project Objectives

[Covering time, cost, quality, scope, risk and benefit performance goals]

## 1.3 Desired Outcomes

[The result of change, normally affecting real-world behavior and/ or circumstances. Outcomes are desired when a change is conceived. They are achieved as a result of the activities undertaken to affect the change.]

## 1.4 Project Scope and Exclusions

[For a plan, the sum of its total products and the extent of their requirements. It is described by the product breakdown structure for the plan and associated Product Descriptions]

## 1.5 Constraints and Assumptions

[Constraints are restrictions or limitations that the project is bound by.]

[Assumption is a statement that is taken as being true for the purpose of planning, but which could change later. An assumption is made where some facts are not yet known or decided, and is usually reserved for matters of such significance that, if they change or turn out not to be true, there will need to be considerable re-planning.]

## 1.6 Users and stakeholders

[Who they are]

## 1.7 Interfaces

[The project's interfaces]

# 2 Business Case

[This is established and maintained as a separate document in this template. Reasons why the project is needed and business option selected]

# 3 Project Product Description

[Including the customer's quality expectations, user acceptance criteria and operations and maintenance acceptance criteria]

### 3.1 Project Output

[A product, whether concrete or intangible/ immaterial, that can be described in advance, created and tested.]

### 3.2 Development Skills Required

### 3.3 Quality Expectations

[**Quality** is the totality of features of a product, person, process service and/or system that bear on its ability to show that it meets expectations or satisfies stated needs, requirements and or specification]

### 3.4 Acceptance Criteria and Acceptance Methods

[Acceptance criteria is a prioritized list of conditions that the project must meet before the customer will accept it. i.e. measurable definitions of the attributes required for the set of products to be acceptable by key stakeholders.]

## 4 Project Approach

[To define the choice of solution the project will use to deliver the business option selected from the Business Case and taking into consideration the operation environment into which the solution must fit]

## 5 Project Management Team Structure

[A chart showing who will be involved in the project]

## 6 Role Descriptions

[For the project management team and any other key resources identified at this time].

## 7 Quality Management Approach

[Describing the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels.]

## 8 Change Control Approach

[Describing how and by whom the project's products will be controlled and protected.]

## 9 Risk Management Approach

[Describing the risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure.]

## 10 Communication Management Approach

[To define the parties interested in the project and the means and frequency of communication between them and the project.]

## 11 Project Plan

[Describing how and when the project's objectives are to be achieved, by showing major products, activities and resources on the project. It provides a baseline against which to monitor the projects progress stage by stage.]

### 11.1 Plan Description

[A brief description of what the project encompasses.]

### 11.2 Plan Prerequisites

[Fundamental aspects that must be in place for the plan to succeed]

### 11.3 External Dependencies

[That may influence the plan]

### 11.4 Planning Assumptions

[Upon which the plan is based]

### 11.5 Lessons Incorporated

[Details of relevant lessons from previous similar projects, which have been reviewed]

### 11.6 Monitor and Control

[Details of how the plan will be monitored and controlled]

### 11.7 Budgets

[Covering time and cost, including provision for risks and changes]

### 11.8 Tolerances

[Time, cost and scope tolerances for the project]

### 11.9 Product Descriptions

[The project's products]

### 11.10 Schedule

[Product Breakdown structure and product flow diagram. Stage layout. Optionally a Gantt Diagram..]

## 12 Project Controls

[Summarizing the project-level controls such as stage boundaries, agreed tolerances, monitoring and reporting.]

## 13 Tailoring of PRINCE2

[A summary of how PRINCE2 will be tailored for the project]