

Project Initiation Document Guide

- **Briefly introduce your project:** Project goals, objectives, and critical success factors
- **Project Scope:** Explain the project's objectives; specify the parameters, the expected quality, cost, time, and clear understanding of what is expected from the project (the benefits).
- **Budget Assumptions:** If you have some genuine budget information, you can use it. Otherwise, you may have to make some assumptions.
- **Assumptions:** Consider what is known and what is not known (or unclear) about the project. You cannot be aware of all that might occur, neither will you be able to know all the facts in advance.
- **Constraints:** An overview of the project's main purpose, identifying risk and other constraints that impacted the project. In identifying the main risks to the project, you could use some risk analysis and created a robust risk register.
- **Stakeholders and their Involvement:** Describe the project stakeholders, including the internal and external stakeholders. Describe how stakeholders were identified, prioritised, and managed. The use of a Power and Interest graph would be good to conduct stakeholder analysis.
- **Project Organisation Structure and Roles and Responsibilities:** You could provide an organisational structure chart and explain it by identifying the role and responsibilities of the project board
- **Project Control Mechanisms:** How was the project be controlled? Who is involved, and how was it done?
- **Reporting Framework:** Describe how the people involved in the project communicated, the medium and hierarchy of their communication?
- **Project Planning with Milestones:** All projects go through a life cycle from initiation to close, review and evaluation. Identify the project milestones; this is a good way of making sure that key events occurred on time.