

Organisation [Name]

Department [Name]

Programme Initiation Request

**<Programme Name>**

Date: <Date>

Doc. Version: <Version>

Template version: 1.0.0



*This template is based on PM²-PgM v1.0*

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**Document Control Information**

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| **Settings** | **Value** |
| **Document Title:** | Programme Initiation Request |
| **Programme Title:** | <Programme Name> |
| **Document Author:** | <Document Author> |
| **Programme Owner:** | <Programme Owner (PgO)> |
| **Programme Business Manager:** | <Programme Business Manager (PgBM)> |
| **Doc. Version:** | <Version> |
| **Sensitivity:** | <Public, Basic, High> |
| **Date:** | <Date> |

**Document Approver(s) and Reviewer(s):**

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**Document history:**

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

* Editorial, formatting, and spelling
* Clarification

To request a change to this document, contact the Document Author or Owner.

Changes to this document are summarized in the following table in reverse chronological order (latest version first).

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| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
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| *<These notes should be deleted in the final version :>*  **Notes for Templates:**   * Text in <orange>:must be defined. * *Text in <blue>:* guidelines and how to use the Template. Should be deleted in the final version. * Text in green: can be customised. Should be recoloured to black in the final version. |

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| --- | --- | --- | --- |
| **Programme Title:** | *Initial Programme title proposal.* | | |
| **Initiator:** | Any person (usually from the business community) can define a Programme request. | **Organisation / Department:** | *Department requesting the Programme.* |
| **Programme Owner (PgO):** | *The DG or organisation funding the programme usually nominates a person as the owner of the Programme, namely the Programme Owner (PgO).* | **Date of Request:** | *Date that the Programme request form is completed.* |
| **Estimated Budget:** | *The budget envelope for the programme should be mentioned.* | **Target Programme Duration:** | *Approximate date of the duration of the project in quarters, semesters of years.* |
| **Type of Delivery:** | In-house  Outsourced  Mix  Not-known | | |
|  | | | |
| **Context/ Situation** *(Business Need/ Problem / Opportunity)* | | | |
| *<Describe the reason why a Programme should be initiated. Think of the situation that the Programme will address in terms of responding to organisational change, business needs, or providing an answer to a problem or taking advantage of an opportunity. The context of the Programme can be described by a combination of any of the above scenarios.>* | | | |
| **Legal Basis** | | | |
| *<The legal basis, if any, for the Programme request – the link to the organisation's Strategic goals.>* | | | |
| **Benefits** *(high level)* | | | |
| *<Identify and describe high-level the main benefits that can be expected from the Programme to be initiated. Think of outcomes as the result of change that the Programme will implement in the organization – the future/desired state. It should be possible to measure benefits, as defined by Key Performance Indicators.>* | | | |
| **Impact** *(high level)* | | | |
| *<Describe high-level the impact that the current situation or/and the desired solution will have in terms of the internal perspective of the organization (impact on processes, people, culture) and in terms of how the situation or/and solution may impact external stakeholders of the organization.>* | | | |
| **Success Criteria** | | | |
| *<This section should describe the high-level success criteria of the proposed solution. At least some of these success criteria should relate with the expected outcomes. Think of success criteria as the criteria based on which the proposed solution can be evaluated as a success or a failure.>* | | | |
| **Assumptions** *(high level)* | | | |
| *<This section should describe any Programme assumptions related to business, technology, resources, organisational environment, scope, expectations, or schedules.*  *At this stage, ass*umpt*ions are facts (true). However, they need to be further validated to ensure that they are indeed facts. Note that assumptions that have not been validated may become risks.>* | | | |
| **Constraints** *(high level)* | | | |
| *<Describe any key constraints in areas such as schedule, budget, resources, or products to be used or acquired. You can also present decisions and compliance related constraints, and constraints that arise from the organisation and external environment as well.>* | | | |
| **Risks** *(high level)* | | | |
| *<Initial identified risks.>* | | | |