

DG [Name]

Unit [Name]

Project Initiation Request

**<Project Name>**

Date: <Date>

Doc. Version: <Version>

Template version: 3.1



*This template is based on PM² V3.1*

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**Document Control Information**

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| **Settings** | **Value** |
| **Document Title:** | Project Initiation Request |
| **Project Title:** | <Project Name> |
| **Document Author:** | <Document Author> |
| **Project Owner:** | <Project Owner (PO)> |
| **Project Manager:** | <Project Manager (PM)> |
| **Doc. Version:** | <Version> |
| **Sensitivity:** | <Public, Basic, High> |
| **Date:** | <Date> |

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

NOTE: All Approvers are required. Records of each approver must be maintained. All Reviewers in the list are considered required unless explicitly listed as Optional.

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|  |  | *<Approve / Review>* |  |
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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>: has to be defined. * Text in <blue>: guidelines on how to use the Template. Should be deleted in the final version. * Text in green: can be customised. Should be recolored to black in the final version. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** | *Initial project title proposal.* | | |
| **Initiator:** | Any person (usually from the business community) can define a project request. | **DG / Unit:** | *DG/ Unit requesting the project.* |
| **Project Owner (PO):** | *The DG funding and being the main j project usually nominates a person as the owner of the project, namely the Project Owner (PO).* | **Date of Request:** | *Date that the project request form is completed.* |
| **Solution Provider (SP):** | *The DG that will execute the project will resume this accountability and will nominate a person to act as the supplier, namely the Solution Provider (SP/SS). It is common practice to assign the role of the Solution Provider to a Business Analyst at this stage.* | **Approving Authority:** | *The appropriate decision maker as specified on the DG's governance structure.* |
| **Estimated Effort (PDs):** | *High level estimates in Person-days. If known, any other costs should be mentioned.* | **Target Delivery Date:** | *Date that the project delivery is needed.* |
| **Type of Delivery:** | In-house  Outsourced  Mix  Not-known | | |
|  | | | |
| **Context/ Situation** *(Business Need/ Problem / Opportunity)* | | | |
| *<Describe the reason why a project should be initiated. Think of the situation that the project will address in terms of responding to a business need, of providing an answer to a problem or taking advantage of an opportunity. The context of the project can be described by a combination of any of the above scenarios.>* | | | |
| **Legal Basis** | | | |
| *<The legal basis, if any, for the project request – the link to the organisation's Strategic goals.>* | | | |
| **Outcomes** *(high level)* | | | |
| *<Identify and describe high-level the main outcomes that can be expected from the project to be initiated. Think of outcomes as the result of change that the project will implement in the organization – the future/desired state. It should be possible to link measurable benefits directly to the outcomes.>*  *<Where applicable, note any intended sustainability improvements as part of the desired outcomes.>* | | | |
| **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. Keep this at a relatively high level.>* | | | |
| **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 project assumptions related to business, technology, resources, organisational environment, scope, expectations, or schedules.*  *At this stage, ass*umpt*ions are considered to be 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.>*  *<Also list any constraints imposed by data protection regulations (e.g., GDPR) or information security requirements that may affect project design or delivery.>* | | | |
| **Risks** *(high level)* | | | |
| *<Add any initial risks that have been identified. Focus on the business risks.>* | | | |