

Project Initiation Document

BDEL Change Transformation

Write brief comments, or even bullets that will help you to develop the flow of the PID. We will come back to this exercise during the workshop.

Leading particulars

Project:

PM:

Sponsor:

Start/finish:

Executive summary (write last)

NOTE: we are doing this in a separate exercise

Project scope statement

Write a brief summary of what items are in scope, and identify what is out of scope

Project background

Suggest using some bullet points that you want to include here – as usually this section is quite lengthy

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Resources anticipated

Fill in some thoughts – some columns might be more for your future reference

Dept	Resource	Days per week	From	To	Reason

Investment required

Give indication of investments (cash) required

Assumptions, dependencies, and constraints

Think of timings of things, what external and internal factors need considering?

Governance and accountability statements

Is there to be a Programme Board, how often will exec be required, how will they get involved? How can this be steered or stopped if required? Who will do the work in the action groups, what will they be etc.

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Communications plan

If this is your first time on this exercise, we will be coming back to this soon, leave for now

Initial project plan

Test your drawing now – sketch a simple project plan

Initial risks and issues

Try and fill in a couple of risks for the BDEL transformation

	Risk	Consequence	Prob-ability	Impact	Mitigation	Risk owner	Action by
1							
2							