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OXFORD CITY COUNCIL

Project Initiation Document (PID)

Project Title:	[Insert Project Title]
Date:	[insert date document issued]
Client/Sponsor:	[Insert name of Project Client/Sponsor]
Project Manager:	[Insert name of Project Manager]
Responsible Programme:	[Insert the name of the Responsible Programme
Version No:	0.1 [Guidance on Version Control: • The first draft will be 0.1. • Each re-drafted version will be 0.2, 0.3 etc. • Once submitted to the Board for approval it will be version 1.0 and any amendments after submission will be 1.1, 1.2 etc. Once the amended document is approved by the Board it will be 2.0.]
Approvals:	1. [list the names of Boards or persons this document is being submitted to for formal approval] 2.

Project Initiation Document (PID)

1 Background

Explain the context of the project; provide a brief description and business reasons for undertaking the project. If this project is intended to be part of a wider programme, indicate how it will support the programme's objectives.

2 Project Objectives

2.1 Business Objectives

Indicate how this project will support the programme's objectives and the Corporate Priorities]

2.2 Project Objectives

What is the project required to achieve? Express these, as far as possible in specific, measurable, achievable, realistic, and time-based terms.

3 Project Scope and Exclusions

Define the remit of the project - what is in and out of scope?

4 Constraints

Describe the constraints within which the project must operate.

Constraint Title	Description
Resource availability	
Timescales	
Cost	
Statutory requirements	
Other Programmes / Projects	

5 Project Organisation and Corporate Governance

Describe the project team and management and control aspects.

5.1 Authority

[List the names of the persons/s accountable for the delivery of this project.]

Name	Role	Signature	Date

5.2 Structure

Provide the governance structure chart for the project.

5.3 Roles and Responsibilities

Name	Role	Responsibility
Core roles:		
[Please insert name]	Project Board: Project sponsor	Overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits.
[Please insert name]	Project Board: Senior supplier	Represents the supplier interests within the project and provides supplier resources.
[Please insert name]	Project Board Senior user	Represents the Service area directly benefiting from the project.
[Please insert name]	Project Manager	Plans and delivers the project on a day to day basis and is responsible for ensuring the project delivers to time, budget and requirements.

5.4 Reporting

What are the reporting arrangements for the project? If issues arise, what are the escalation routes?

5.5 Risks, Assumption, Issues and Dependencies (RAID)

Provide details of all risks, assumptions, issues and dependencies. The RAID log should be a working document and the extract provided here should reflect the current position.

5.6 Change Control

Detail the arrangements for recording and managing change within the project. Refer to the Council's guidance on change control.

5.7 Lessons Learned

How will learning during the project be captured and shared?

5.8 Project Closure

What is the process for closing the project?

5.9 Project Tolerances

Define the tolerances for the project.

Tolerance	Level
If additional budget required please refer to Finance	*Refer to Finance for guidance on virement/additional budgetary provision.*
Time tolerance is set at:	*When is the project to be complete?*
Timescales for realisation of benefits are:	*When, how and how much will the benefits of the project be realised.*

6 Approach

Describe how the project will be managed. E.g. for larger projects, a phased approach is recommended with the use of work packages.

6.1 Procurement Route

Consider, with advice from Procurement and referring to Procurement rules, the required supply for services or goods.

7 Options

List all options for delivering the project that have been considered. Please identify a preferred option if one has been selected at this point.

8 Other Resource Requirements

List all other non-financial resource requirements such as staff time.

9 Project Deliverables

List the expected and required deliverables/products that the project must create or acquire.

9.1 Acceptance Criteria

Define the specific features of the project deliverables which will meet the customers' expectations and will function as the key criteria that will be used to judge project completion. This may, for example, detail sign-off procedures.

10 Project Benefits

List the key improvements the project is expected to bring about in the table below. Express these as far as possible in specific, measurable, achievable, realistic, and time-based terms. Any financial benefits should also be listed in section 5.1.

Benefit	Baseline	2016/17 Target	2017/18 Target	2018/19 Target	2019/20 Target
[insert benefit, e.g. increase the amount of, reduce the amount of,]					
[insert benefit, e.g. increase the amount of, reduce the amount of,]					
[insert benefit, e.g. increase the amount of, reduce the amount of,]					
[insert benefit, e.g. increase the amount of, reduce the amount of,]					

10.1 Project Dis-Benefits

Please state any potential dis-benefits (negative side effects).

10.2 Environmental / Social / Economic Impact

	Impact
What is the likely environmental impact of this project?	*E.g. pollution, resource use, reduction to Carbon.*
What is the likely economic impact?	*E.g. strengthening the local economy, local employment opportunities.*
What is the likely social impact?	*E.g. opportunities to be part of the community, access to informal provisions.*

10.3 Equalities Impact Assessment

Does this project require an Equalities Impact Assessment? Will this project contribute to the achievement of equalities objectives for your service area?

10.4 Costs

Capital

	b/fwd	2016/17	2017/18	2018/19	2019/20	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Total Capital Project Costs						0
Funding:						
Usable Capital Receipts						0
Develepers Cont's						0
CIL						0
Capital Grants						0
S106						0
Borrowing						0
Other						0
Total Funding						0

On-going Revenue Implications

	Part Year	Full Year
	£'000	£'000
Expenditure		
Employees		
Premises		
Transport		
Supplies and Services		
Other		
Income		
Income		
Total Net Revenue Implications	0	0

11 Project Plan – High Level Milestones

List the high level milestones for the project. Once approved, they will help measure progress and achievement towards the end goal and will be used as the high level baseline against which activities will be co-ordinated and planned in detail as the project progresses.

Milestone	Start	Finish

11.1 Quality Plan

Please outline the key actions that will ensure the project meets the customers' expectations and the acceptance criteria e.g. quality review meetings. Where relevant please also indicate specialist quality standards and processes from external parties involved.

11.2 S

Activity	Responsibility (person or organisation)	Resources Required (e.g. User representation/time)

takeholder map and communications

The purpose of this table is to define all parties with an interest in the project and the means and frequency of engaging them. Large projects can append a separate Communication Plan where necessary.

Stakeholder	Information/interest Requirements from Project (two way)	Communication Channel	Date or Frequency	Responsible individual
Internal stakeholders				
External stakeholders				

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