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This is a **FREE** "Project Initiation Document Template" provide by PMadvice.

Website: www.PMadvice.co.uk

This is one appendix item taken from the PMadvice book

"PMadvice – Training & Coaching IT Programme & Project Managers"

ISBN: 142516009-3

Buy Book: <http://www.trafford.com/07-2722>

We hope you find this template useful. The PMadvice book is your chance to get 20 years experience at your finger tips, you can purchase the book online from all major online book stores and the PMadvice Website.

More **FREE** guides and templates are available from www.PMadvice.co.uk

Appendix F – Project Initiation Document (PID) Template

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

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Appendix - F: Project Initiation Doc (PID) - Template

These are the headings that you would expect to find in this type of document.

Training & Coaching IT Programme & Project Managers

First section/page: Title Page

- Project name
- Version number
- Date
- Author
- Owner/Sponsor

Second section/page: Document History

- Document location
- Other relevant documents
- Revision history
- Sign- off list
 - Name
 - Signature
 - Date
 - Version
- Distribution list
 - Name
 - Date
 - Version
- Owner/Sponsor

Third section/page: Project Overview

- Table of contents
- Document objective
- Project objective
- Delivery method
- Scope
- Deliverables
- Constraints
- Timescales
- Interfaces
- Assumptions


Fourth section/page: Organisation Overview

- Organisational structure
 - Roles
 - Responsibilities
- Communication Plan
- Quality Plan
- Project Tolerances
- Project Governance/Controls

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Note: For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more



valuable templates, guides, worked examples, management skills,
troubleshooting and much more.

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