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This is a **FREE** first few pages of “**Project Initiation Phase**” section provide by PMadvice.

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ISBN: 142516009-3

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Section 3 – Project Initiation Phase

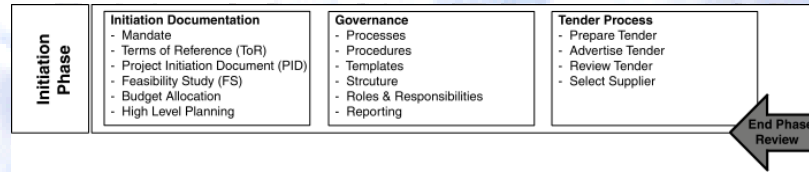
**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

3. Initiation Phase

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Figure 8 - Initiation Phase.



3.3 Introduction

This section takes you through all the key aspects of the initiation phase of a programme or project.

This is a very important phase of the project, the phase that sets the objectives, agrees the high level plans, confirms the resources and the budget and sets key assumptions, but above all sets expectations for the entire project.

The initiation phase of the project builds the foundation for the entire project, so must be thoroughly executed.


This section covers the following sub-sections:

- Project Mandate
- Business Case
- Terms of Reference (ToR)
- Project Initiation Document (PID)
- Quality Plan
- Feasibility
- Budget
- Baseline your Start
- Planning
- Assumptions
- Governance
- Stakeholders and Boards
- Change Control
- Risks and Issues
- Reporting
- Templates and Formats
- Once maybe, Twice No
- Tender process
- Tools
- Sign-off

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3.4 Programme & Project initiation

Document your project scope, size, duration, budget, etc.



The initiation phase of the project is a key phase to manage correctly if you want to avoid problems later on. It is an understated phase often overlooked and rushed through in an effort to get started with the work.

This is the first opportunity you will get to document a number of key points that need to be agreed and signed off:

- The description of the project (Project Mandate)
- The scope, both in scope work and out of scope work (PID)
- Your areas of responsibility (ToR)
- The high level delivery schedule (draft plan)
- The high level budget estimates (ToR, PID)
- Agree assumptions (ToR, PID)
- Agree basic governance (ToR, PID)
- Agree initial risks and issues (ToR, PID)
- Agree systems and affected (ToR, PID)
- Agree the tools to be used (ToR, PID)

This is often a time when you have the most managerial interest; the management are as keen to get things started as you are, so use this heightened interest to get the Terms of Reference and Project Initiation Document signed off, budget agreed, resources assigned; basically all the commitment you need signed up to.

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