<Project Name>

Project Initiation

1

Prepared By: <Author's Name>

Overview

Introduction

Project Overview

Implementation Plan

Key Dates

Roles & Responsibilities

Questions & Discussion

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Introduction

- Introductions

- Describe who you are (job title, background etc.)

- Project Team and contributors

* PM = Project Management

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Project Overview

- Project background

- Current issues

- Project objectives to address issues
  - What are we looking to achieve
  - How will the business benefit
  - When are we aiming to deliver a solution
  - Why we are intent on pursuing this

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Implementation Plan (High Level)

- How are we planning to implement (e.g. phased vs. one-off)
- IT involvement
- Training requirements
- Impact to the business
- Change control
- Risk management

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Key Dates

- Project Milestones
- Compelling Events
- Annual Leave & Public Holiday delays
- Go-Live

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Roles & Responsibilities

- Project Manager
- Project Sponsor
- Business Analyst
- IT Development Team
- SME(s) / Business Representatives

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Questions & Feedback

Questions

Contact Details

- Insert your contact details here

  - Name:
  - Department:
  - Address:
  - Phone:
  - Email: