PURPOSE OF THE PROJECT INITIATION DOCUMENT

To define the project, to form the basis for its management and to help with the assessment of the project's overall success. The two primary uses of the document are:

- To ensure that the project has a sound basis before asking the Steering Group to make any major commitment to the project.

- To provide a baseline document against which the Steering Group and LLN Manager can assess progress, issues and on-going viability.

This document has been produced to capture and record the basic information needed to correctly direct and manage the project. It addresses the following fundamental aspects of the project:
- *What is the project aiming to achieve*
- *Why it is important to achieve the stated aims*
- *Who will be involved in managing the project and what are their roles and responsibilities*
- *How and when will the arrangements be put into effect.*

Project Name:

Amendment History:

Version No.	Date	Reason for Amendment

**Name of Project Manager &
Contact Details**

Document Distribution

Name	Location	Responsibility	Action/Information
Debbie Lambert	LLN	Manager of the LLN	For information
Geoffrey Elliott	UW	Members of the Steering Group	To approve the proposal
Chris Morecroft	WCT		
Ian Peake	HCT		
Mike Rookes	OU		
Gail Rothnie	UoB		
Donna Obrey	LLN	Project Officer for the LLN	To track and monitor project

Background

Objectives of the Project

Project Approach

Scope:

A   Key Products from the project

B   Out of Scope

Constraints

Initial Project Case

Benefits of the Project

Key Assumptions

Timescale

Costs

How will the project be evaluated?

How will the project be sustained?

Implications for Equality & Diversity

Initial Risk Log

The following table summarises the risks that have been identified that may prevent the project being completed to the required quality, budget and timescale. The probability and impact of each risk has been graded as low, medium or high to indicate the relative importance attached to each element of risk.

Risks	Probability	Impact	Containment Plan

Project Team