

Overview: Initiation

During this phase of the project, the objective is to develop a mutual understanding, with all stakeholders and sponsors, of the project objectives, benefits and success criteria. The project team works with the Stakeholders to understand the business needs and the high-level requirements of the project. These help the stakeholders determine approval for execution for the next phase.

Initiation Input and Outputs

<p><u>Entry Criteria:</u></p> <ul style="list-style-type: none"> • Project has been approved for Initiation Phase • Business Case approved • PCT Draft completed 	<p><u>Inputs:</u></p> <ul style="list-style-type: none"> • Business Case • PCT 	<p><u>Participants:</u></p> <ul style="list-style-type: none"> • Project Manager • Sponsor • Stakeholders • Subject Matter Experts • OCIO Management
<p><u>Process Steps:</u></p> <ol style="list-style-type: none"> 1. Project Manager meets with the sponsor to clarify the Business Case and the project objective(s). 2. Project Manager searches for Lessons Learned document(s) from relevant projects. 3. Project Manager develops high-level Risk & Issue log. 4. Project Manager completes the Project Classification Tool. (May need assistance from SMEs). 5. Project Manager creates RACI (High Level) 6. Project Manager creates a high-level Estimate plan 7. Project Manager creates project Charter 8. Project Manager develops an initial Stakeholder Analysis (High Level) 9. Project Manager develops a high-level communication plan 10. Project Manager prepares a high level Project Work Plan 11. Re-clarification of project objectives and justification with project sponsor 12. The key stakeholders (the sponsor/management) approve or disapprove the documents and this phase gate 13. All documents will need to be stored in a designated storage with specified access available 		
<p><u>Outputs:</u></p> <ul style="list-style-type: none"> • High-level Risk & Issue log • Project classification level • High level RACI • High-level Estimate Plan • Charter • High-level Stakeholder Analysis • High-level communication Plan • High-level Work Plan • Checklists • Change form if applicable for Scope, Schedule and/or Budget 	<p><u>Exit Criteria:</u></p> <ul style="list-style-type: none"> • Sign-off from Sponsor on Initiation Checklist and notification sent to OCIO Management are required to move to the next project phase 	

If the Project Manager determines that the set of minimum deliverables in the initiation phase requires tailoring, a request should be completed and submitted to the appropriate parties for approval. A finalized Work Plan Summary should be completed during the planning phase.