

PROJECT INITIATION DOCUMENT

West Berkshire Public Health and Wellbeing

<Insert Project Name>

Date:

Health and Wellbeing Priority:

Public Health Outcome Framework Indicators:

Author:

Completion Suggestions

Think in terms of bullet points

Document generally should be no more than 10 pages

Use plain English

1. Project Background / Context

Provide a brief description of the background to the project and any relevant historical and strategic information. Include details of how the project addresses the Health and Wellbeing priorities.

There should be a brief statement of the problem, opportunity, or local need that the project is to address.

Identify evidence that this project will be effective and how it demonstrates value for money

2. Objectives

What are the objectives / what is the project going to do?

3. Project Scope

*What's in scope / what's not
And why*

4. Constraints

Limitations on the project eg time / funding / personnel /

5. Assumptions

Set out any assumptions that you are making in relation to the planned project e.g.:

This list is by no means exhaustive and you should list as many assumptions as you can.

6. Outline Business Benefits

- *Summarise the key benefits of the project.*
- *Explain the reasons for the selection of the chosen solution (where appropriate).*
- *Describe how this project supports the West Berkshire Health and Wellbeing priorities and Public Health Outcome Framework indicators.*
- *What are the outputs - what are the results of the activity*
- *What are the outcomes – what difference is it going to make to the customer*

Include Return On Investment Information here.

7. Project Approach / What are you going to do and how you will do it

8. Project Budget

Description	Year 1 Sept 2013-March 2014	Year 2 April 2014 – March 2015
Total		

*How does the budget break down into main headings eg people, materials, capital costs. Identify start and finish date. NB project cannot go on beyond March 2015
Where do the figures come from, any assumptions ?*

9 Project Plan and milestones

Identify the key milestones / deliverables of the project. Show key outputs along the way and the key final outcome at the end of the project

Project stage or phase	Milestones	Anticipated completion / delivery

10. Project Organisation Structure

*What are the governance arrangements?
Roles and responsibilities*

Project Board

Position	Name	Title
Project Sponsor		
Project Manager		

Key Project Team Members

Name	Role	Title	Service Unit

Roles and Responsibilities

11. Project Communication Plan

The communications plan identifies all stakeholders and partners and outlines their information needs, plus any information needed from them, by the project

. Project Stakeholders

Name	Role	Title	Service Unit

12. Risks

Risk	Likelihood 1 (low) - 5	Impact 1 (low) -5	Mitigation	Person Responsible