

PROJECT INITIATION PROCESS





DEFINITION

A new project is broadly defined and submitted for formal approval. This phase often begins with a business case, which outlines the objectives, purpose, and deliverables of the proposed project. Stakeholders are identified and preliminary requirements are documented. Key outputs include the project charter which assists with Planning. Any feasibility testing should also take place during this phase.

CONTIN....

Project Initiation Clarifies:

The project objectives

& what is needed to achieve it

The Project Initiation Phase is the most crucial phase in the Project Life Cycle, as it's the phase in which you define your scope and hire your team

The Project Initiation phase can also be used to determine the project's viability prior to committing the required staff, materials, and finances to the project. ... Project Initiation is an on going process that does not stop when the project has been approved to begin

PHASES OF INITIATION PROCESS

- 1. Develop a Business Case**
- 2. Undertake a Feasibility Study**
- 3. Establish the Project Charter**
- 4. Appoint the Project Team**
- 5. Set up the Project Office**
- 6. Perform Phase Review**

- What is the project going to do?
- What is the business case?
- Who wants it to happen?
- How will the project be funded?
- Who will manage the work?
- Who will perform the work?

**Are questions
answered by
project initiation**

BUSINESS CASE

A Business Case justifies the start-up of a project. It includes a description of the business problem or opportunity, the costs and benefits of each alternative solution, and the recommended solution for approval.

FEASIBILITY STUDY

A Project Feasibility Study is an exercise that involves documenting each of the potential solutions to a particular business problem or opportunity. Feasibility Studies can be undertaken by any type of business, project or team and they are a critical part of the Project Life Cycle.

A PROJECT CHARTER

A Project Charter outlines the purpose of the project, the way the project will be structured and how it will be successfully implemented. The Project Charter describes the project vision, objectives, scope and deliverables, as well as the Stakeholders, roles and responsibilities. The Project Charter is also known as a "Terms of Reference" or "Project Definition Report"

APPOINT THE PROJECT TEAM

A Project Job Description defines the objectives and responsibilities of a particular role on a project. Completing a Job Description ensures the skills, experience and qualifications needed to fulfill the role are clearly defined. A Job Description may also be referred to as a "Position Description".

SET UP THE PROJECT OFFICE

This Project Office checklist helps you to set up and run a Project Management Office (PMO) within an organization. It lists the roles, equipment, standards and processes needed to run a Project Management Office today.

The Project Office Checklist lists everything you need to do, to set up a Project Management Office. A Project Management Office is the physical premises within which project staff (e.g. the Project Manager and support staff) reside. The Project Office also contains the communications infrastructure and technologies required to support the project. By using this 'Project Office Checklist' you will ensure you have all of the tools needed to operate your Project Office today.

PERFORM PHASE REVIEW

This Project Review Form is completed at the end of the Initiation project phase to tell the sponsor whether the project has achieved its objectives to date.

First, a Project Management Review is conducted to measure the deliverables produced by the project, then the results of the review are documented on this Project Review form which is presented to the sponsor for approval.

REFERENCES

<https://www.method123.com/project-initiation-phase.php>

<https://www.method123.com/business-case.php>

<https://project-management-knowledge.com/definitions/p/project-initiation/>

<http://www.free-management-ebooks.com/faqpm/processes-02.htm>

[**https://www.brightwork.com/blog/5-phases-of-a-project-initiating**](https://www.brightwork.com/blog/5-phases-of-a-project-initiating)