



## Project Initiation Plan – [Insert Project Name Here]

### Project Overview/Description

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[Insert Project Description]

### Project Goals

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*List overall goals of the project here*

1. [Insert Project Goals]

### Project Scope

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*Please provide clear guidelines as to what is and is not included within the scope of this project.*

[Insert Project Scope Description]

### Deliverables & Timeline

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*A deliverable is any measurable, tangible, verifiable outcome, result, or item that must be produced to complete the project. For example: these include project management deliverables (such as this Project Initiation Plan) and project deliverables, such as the business requirements, technical designs, training plans etc.) At this stage of project planning you should identify the Key Deliverables for the High Level Schedule.*

Milestones/Deliverables	Responsible Unit/Staff	Target Completion Date

### Resources

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*List resources needed by project role, identify the specific person if known as well as time commitments and resource managers.*

Project Role	Who (if known) or TBD	Estimated Hours	Dates Needed (Date Range)	Name of Manager



## **Project Initiation Plan – [Insert Project Name Here]**

### **Communication Plan**

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*The following methods and tools will be used to keep stakeholders and outside parties informed about the project.*

- All project phases and project communication (weekly status, etc) will be managed through TeamDynamix portfolio management tool (meeting frequency with client to be determined). <http://www.teamdynamix.com>.
- Project team and stakeholders will be identified and have access to view the project details and receive transaction generated emails with reports and status updates.
- Meeting frequency to be determined based on project needs.

### **Risks**

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*Resource limitations, deadlines, budget, technology, other constraints, or risks specific to the project*

- [Insert Project Risks Here]

### **Transition to Support –Steady State**

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*How will the project transition the solution to the service owner, what are the support requirements and how will they be implemented? Deliverables: Support Plan, Transition Plan*

1. [Insert Steps Here]