TOWNS FUND

PROJECT INITIATION DOCUMENT

PROJECT NAME:

PROJECT MANAGER: *named individual who is managing the delivery of the project for the town*

SPONSOR: *named individual with ultimate accountability for delivery of the project and benefits*

OVERVIEW OF PROJECT:

*Provide a high-level overview of the project. This could be extracted from the town investment plan, for example: ‘Repurpose vacant town-centre premises to create a vibrant new community centre, which will provide skills development and wellbeing interventions aimed at more deprived communities’.*

BENEFITS:

*This section should cover the expected long-term impacts of the project, with a clear plan for being able to measure these. For example:*

* *Reduce unemployment in the town by increasing skills*
* *Improve health and wellbeing*

SCOPE:

*Undefined scope is a key cause of project failure. This section sets out the outputs and outcomes that you expect to deliver. For example:*

* *Increase basic digital skills for unemployed. Measured by total number of course participants that complete Level 1 and Level 2 Digital Skills each year.*

schedule:

*This section should set out the project plan, including business case development and the critical path to completion of the project. It is good practice to ensure that this schedule is realistic and includes contingency for slippage. A review of the schedule by an independent person, e.g. programme manager or suitable Board member, is recommended.*

requirements:

*Early definition and agreement of requirements helps to manage scope-creep later on. This section should set out which requirements are in-scope and what is considered out of scope for the project. For example:*

*In-scope:*

* *Community hub repurposed from accessible vacant premises within town centre*
* *X square metres minimum*
* *Minimum three separate spaces to accommodate:*
  + *Permanent hub for digital skills training*
  + *Two rooms to accommodate various activities such as parent and toddler groups, health and wellbeing activities, youth activities for targeted groups*
* *Existing kitchen facilities or space to build these*
* *Separate office space for management of facility*
* *Cycle racks or other space for bikes to be stored securely*

*Out of scope:*

* *Car park*

rOLES & RESPONSIBILITIES:

*This section should cover the key roles, and their associated responsibilities, for delivery of the project.*

ASSURANCE:

*This section should describe how the project will be assured to ensure it is on track and that any suppliers are delivering what is required. This could be via independent assurance for complex or high-value projects, whereas smaller projects may be assured by the local authority’s Towns Fund programme manager.*

STAKEHOLDERS:

*It is useful to set out the other stakeholders (individuals and groups) with an interest or stake in the project. This can help ensure that the right people remain informed or are consulted with at key points in the project lifecycle.*

COMMERCIAL:

*This section should set out the high-level strategy for procurement of key services and supply for the project, both in relation to project delivery and the ongoing operation of the project, where relevant. What framework or other route to market will be used? Who will manage the delivery of the procurement(s) to the right cost, quality and timeline? When will any necessary tenders take place?*

RISKS:

*Delayed identification, ownership or mitigation of risk is another key cause of project failure. This section should describe the plan for how risks will be identified, owned and reviewed. You should also highlight the top risks to the project as currently understood, with mitigations to be taken.*

DEPENDENCIES:

*Projects are usually delivered following a sequence of events – with some tasks unable to be started or completed without completion first of others. These are known as ‘project dependencies.’ This section should identify the critical project dependencies that are outside of the scope of the project, so that these can be managed to minimise the risk of delay to overall delivery.*