

**Step 3: Project Management**

**Tool 2: PID Template**

**This tool is for use in conjunction with Step 3 of the Commissioning Toolkit document**

**Project title**

**Project Initiation Document**

**[Reference log]**

**[Date]**

## PROJECT INITIATION DOCUMENT NEXT PHASE

This document defines the [project title] in terms of delivery timescales, scope and available resources, forming a basis for its management in the next phase of [project title]. The PID details the Board approach to managing uncertainty (risk), change, quality and communications and describes the [project name] position within the project hierarchy.

Document Version Control			
[Project Title] PID			
Version	Date	Author	Change

Document Distribution		
Distribution/Approval	Date	Version
	Xx/xx/xxxx	v0.1
	Xx/xx/xxxx	v0.2 & 0.3
	Xx/xx/xxxx	V0.4
	Xx/xx/xxxx	V0.5

## CONTENTS

- A. EXECUTIVE SUMMARY
- B. QIPP
- C. PROJECT DEFINITION
- D. PROJECT ORGANISATION
- E. [project title] BOARD
- F. PROJECT TEAM
- G. SUPPORT & BUDGET
- H. PROJECT MANAGEMENT
- I. PROJECT GOVERNENCE
- J. QUALITY PLAN
- K. RISKS & ISSUES
- L. MARKETING AND STAKEHOLDER ENGAGEMENT PLAN

# **1 EXECUTIVE SUMMARY**

## **1.1 Background**

## **1.2 Quality – standards, accreditation, audit**

## **1.3 Communication – IT connectivity**

## **1.4 User responsiveness and information transparency**

## **1.5 Consolidation – specialist services, networks, network management**

## **1.6 Workforce reform**

## **1.7 Tariffs/Benchmarking**

## **1.8 Commissioning Guidance – model contract, formulary**

## **1.9 Innovation**

## **1.10 Benefits**

# **2 QIPP**

## **2.1 QIPP Overview**

## **2.2 QIPP Monitoring**

# **3 PROJECT DEFINITION**

## **3.1 Scope**

## **3.2 Aims and Objectives**

# **4 PROJECT ORGANISATION**

## **4.1 Overview**

## **4.2 Project Stages / Phases**

## **4.3 Deliverables and milestones:**

## **4.4 Constraints:**

# **5 [Project Title] BOARD**

## **5.1 Overview**

## **5.2 Governance Structure**

## **5.3 Membership**

# **6 PROJECT TEAM**

**6.1 Overview and Membership**

## **7 SUPPORT & BUDGET**

**7.1 Budget by Stage**

## **8 PROJECT MANAGEMENT**

**8.1 Overview**

## **9 PROJECT GOVERNANCE**

**9.1 Overview**

**9.2 Metrics**

**9.3 Risk management tool**

## **10 QUALITY PLAN**

**10.1 Overview**

**10.2 Gateway review**

**10.3 OGC Gateway Review**

**10.4 Suitability for Modernising Pathology**

**10.5 Cost**

**10.6 Benefits measurement**

## **11 RISKS & ISSUES**

**11.1 Risk Log**

**11.2 Process of Assessment**

## **12 MARKETING AND STAKEHOLDER ENGAGEMENT PLAN**

**12.1 Overview**