



Template 6.2.11: Project Initiation Document (PID)

Purpose

The Project Initiation Document, also known as a PID, is the agreed document in use in the HSE to assist people undertaking projects. Available at: <http://www.hseland.ie/lcdnn/Portals/0/Files/2%20PID%20Template.docx>. The purpose of the PID is to outline key information regarding a defined project. The document is designed to be a vehicle for communication to all key stakeholders and can be updated throughout the project.

How to use it?

Assistance in completing the PID is available from the Programme for Health Service Improvement (PHSI) team: <http://www.hse.ie/eng/about/Who/healthserviceimprovement/>

See also *Programme for Health Services Improvement Handbook – Resources Area on Change Hub* at: <http://www.hseland.ie/lcdnn/Welcome/Resources/tabid/398/cid/57/Programme-for-Health-Services-Improvement-Handbook.aspx>

Support is also available from locally based **Programme Management Offices** in each of the Community Healthcare Organisations. Hospital Groups have also designated service improvement/transformation teams that provide programme and project management supports.

HSE Programme for Health Service Improvement

Project Initiation Document

Division:	
Project Name:	
Document Prepared By:	
Date Submitted:	
Date Approved:	
Document Version:	

Template 6.2.11: Project Initiation Document (PID) (continued)

Document Purpose

The purpose of this Project Initiation Document is to outline the key information regarding the:

[INSERT PROJECT NAME].

This document is designed to be a vehicle for communication to all interested parties and will be updated throughout the project.

Please note: for all projects under the governance of the Programme for Health Service Improvement, the Project Initiation Document should be prepared and submitted for approval using this template. Once approved, it should be transferred to the ProjectVision project management software tool and updated there throughout the project lifecycle.

Executive Summary

Describe the high level purpose for the project.

Context

Describe the circumstances that have led to this project, i.e. define the current business need or problem that the project aims to understand and solve. Describe any other organisational factors that relate to the project.

Objectives

Detail the project objectives – specific, measurable, action-oriented, realistic, and time-based statements that describe what you want to achieve to address the defined business need or problem.

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Template 6.2.11: Project Initiation Document (PID) (continued)

Strategic Alignment

Detail how the project supports the achievement of the HSE's Corporate Goals:

1. Promote health and wellbeing as part of everything we do so that people will be healthier.
2. Provide fair, equitable and timely access to quality, safe health services that people need.
3. Foster a culture that is honest, compassionate, transparent and accountable.
4. Engage, develop and value our workforce to deliver the best possible care and services to the people who depend on them.
5. Manage resources in a way that delivers best health outcomes, improves people's experience of using the service and demonstrates value for money.

Scope

Detail what work will be carried out as part of the project, and what work will be excluded. Describe any constraints that may affect the project, i.e. existing conditions that the project team is powerless to change, e.g. external standards and regulation.

In Scope:

Out of Scope:

Constraints:

Template 6.2.11: Project Initiation Document (PID) (continued)

Benefits

List the benefits of undertaking the project, i.e. the positive outcomes from the change(s) that the project delivers. (Recommended maximum of 10)

Benefit	
Measure	
Target	
Baseline	
Stakeholder	

Benefit	
Measure	
Target	
Baseline	
Stakeholder	

Benefit	
Measure	
Target	
Baseline	
Stakeholder	

Template 6.2.11: Project Initiation Document (PID) (continued)

Deliverables

List the outputs that a project must deliver in order to achieve its objectives.

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Dependencies

List the external dependencies for the project, i.e. projects, events or work outside of control of the project that affect or are affected by the project's work or outcomes.

In particular, what other HSE projects are required to support or be aware of this project.

Dependency	
External Dependency Owner	
Impact	
Assumptions	
Rating	

Template 6.2.11: Project Initiation Document (PID) (continued)

Dependency	
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Assumptions	
Rating	

Risks

<i>List any relevant risks of which you are aware, i.e. something that may arise in the future which has the potential to negatively impact the project.</i>	
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Template 6.2.11: Project Initiation Document (PID) (continued)

Resourcing

Outline expected people costs associated with the project.

Governance

List the key governance roles for the project.

Governance Role	
Name	

Governance Role	
Name	

Governance Role	
Name	

Project Initiation Document (PID)

This is the mandated template for developing a PID for any project or programme under the governance of the Programme for Health Service Improvement, HSE.