Projelogic Cyprus Limited
PROJECT MANAGEMENT SERVICES

Project Initiation Template

1. Project Title and Description

- Project Title: <u>Provide a concise name that reflects the essence of the project.</u>
- Description: A brief overview of the project, including its purpose, expected outcomes, and how it aligns with organizational goals.

2. Project Objectives

- Primary Objectives: What the project aims to achieve in specific, measurable, achievable, relevant, and timebound (SMART) terms.
- Secondary Objectives: Additional benefits or outcomes that the project may deliver.

3. Project Scope

- In Scope: Clearly define what is included in the project deliverables and activities.
- Out of Scope: Identify what is explicitly excluded from the project to prevent scope creep.

4. Business Case

- Justification for the project, including cost benefit analysis, alignment with strategic goals, and the reasons why the project is being undertaken.

5. Stakeholders Analysis

- List of key stakeholders, their roles, interests, and influence on the project. Include strategies for stakeholder engagement and management.

6. Project Team and Roles

- Outline the project team structure, including key roles and responsibilities. Identify initial team members, if known.

7. Milestones and Key Deliverables

- Major milestones and their expected completion dates. Highlight key deliverables associated with each milestone.

8. Budget Estimation

- Preliminary budget estimate, including major cost components such as resources, materials, and equipment.

9. Risk Management Plan

- Identification of potential risks, their impact on the project, and strategies for mitigation and management.

10. Project Governance

- Description of the governance structure, including reporting lines, decision making processes, and escalation paths.

11. Communication Plan

- Communication strategies, including stakeholders to be informed, frequency of updates, and communication channels to be used.

12. Approval

- Signoff section for key stakeholders to approve the initiation of the project, indicating their agreement with the scope, objectives, and plans outlined.

Projelogic Cyprus Limited
PROJECT MANAGEMENT SERVICES

Project Planning Template

1. Introduction

- **Project Name**: The official name of the project.
- **Project Manager**: Name and contact information of the project manager.
- **Document Version**: Version of the document for tracking changes and updates.

2. Project Management Approach

- Methodology: Outline the project management methodology being used (e.g., Agile, Waterfall, Hybrid).
- Project Life Cycle: Describe the phases the project will go through, from initiation to closure.

3. Scope Management

- Scope Statement: Detailed description of the project scope, including project boundaries, deliverables, and acceptance criteria.
- Work Breakdown Structure (WBS): A decomposition of the project work into manageable sections.

4. Schedule Management

- Milestones: Key project milestones and their target dates.
- Gantt Chart/Project Schedule: A visual representation of the project timeline, including tasks, durations, dependencies, and resource assignments.

5. Cost Management

- Budget Breakdown: Detailed budget, including estimated costs for resources, materials, equipment, and any other expenses.
- **Cost Management Plan:** Procedures for managing costs, including monitoring, controlling, and reporting financial performance.

6. Quality Management

- Quality Standards: Specific quality standards the project must adhere to.
- Quality Control Measures: Processes and metrics for ensuring the project's outputs meet the desired standards of quality.

7. Resource Management

- Resource Plan: Detailed list of personnel, equipment, and materials required for the project.
- Team Structure: Organizational chart showing the project team and reporting lines.

8. Communication Management

- Communication Plan: Strategy for internal and external communications, specifying what will be communicated, to whom, by whom, how often, and through what channels.

9. Risk Management

- Risk Register: A log of identified risks, their impacts, likelihood, and strategies for mitigation or response.
- Risk Management Plan: Procedures for ongoing risk identification, analysis, response planning, and monitoring.

10. Procurement Management

- Procurement Plan: Plan for acquiring goods and services from outside the project team, including timelines and selection criteria.
- Contract Management: Procedures for managing contracts with vendors and suppliers.

11. Stakeholder Engagement

- Stakeholder Register: A list of all stakeholders with their information, interest, and influence level.
- Engagement Plan: Strategies for engaging stakeholders throughout the project lifecycle.

12. Approval

- Signoff: Space for the project sponsor, key stakeholders, or the project board to approve the project plan.