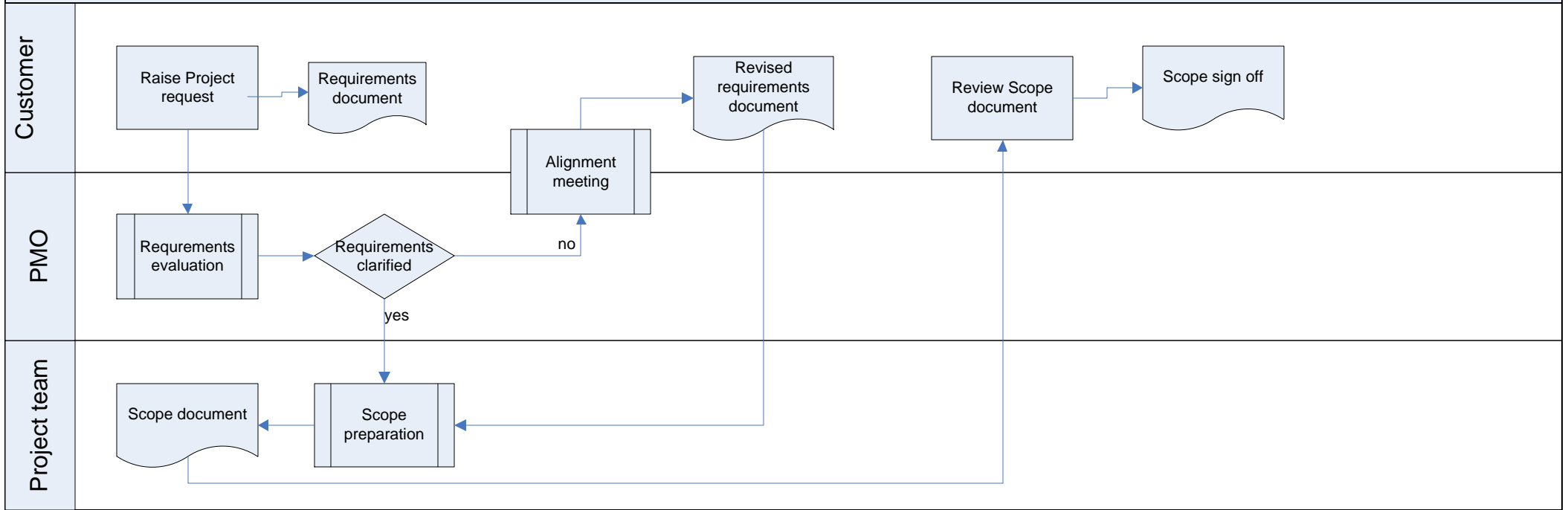


Project initiation process



	Deliverable	Procedure	How to Implement
1	Define the Need	Ensure it is consistent with the Mission, Vision and Objectives of the organization or client	The need is either raised by a client, identified as a shortfall that must be filled or new work. The need is normally generated through an organization's budget or strategic planning
2	Obtain requirements from the customer/stakeholder	Stakeholder workshops. List the organization/customer needs. Link the need to the necessary requirements. Identify the deliverables along with the associated capabilities, features or attributes.	Communicating the need from the stakeholders to the PM can be accomplished in a workshop or through interactive IT methods. The needs can then be translated into requirements.
3	Evaluate the requirements	Make sure the requirements are necessary, attainable, unambiguous, complete, consistent and concise.	The requirements evaluation can be accomplished through your contracting/business section to ensure that they can be implemented and measured for success.
4	Prioritize the requirements	Prioritization must follow the principles embossed in the Mission, Vision and Objectives	The PM must assemble the list of prioritization criteria. This may also involve the stakeholders.
5	Develop the project scope	Translate the requirements into the project scope.	The project requirements must now be developed to create the scope of work. The scope of work can be used to create the tender documents, milestone achievements or performance measurement lists.
6	QA/QC	Are the assumptions correct and does the	Erroneous assumption may sidetrack the

		project scope meet the clients needs	alignment of the needs, requirements and scope. This is an accuracy check and should be conducted by the PM and his advisors.
7	Follow-up with stakeholders	Review, validate and verify the requirements. Get buy-in and sign-off from the leadership/client	Before you commence implementation go back to the stakeholders and explain the way ahead. It would be valuable to obtain sign-off on the plan.
8.	Identify risks	Evaluate client requirements during RFP process for functional, technical, financial and schedule feasibility.	Risk evaluation is valuable for the development of contingency planning.