# Project Initiation Checklist

**Purpose:** This document outlines the key steps and considerations required to formally initiate the project titled "{projectName}". It serves as a structured checklist to ensure all foundational elements are addressed before moving into the planning phase.

## General Project Information

|  |  |
| --- | --- |
| **Project Name** | {projectName} |
| **Project Manager** | {projectManager} |
| **Start Date** | {startDate} |
| **Department** | {department} |
| **Sponsor** | {sponsor} |

## Project Objectives

*{projectObjectives}*

## Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact** |
| {#stakeholders}{name} | {role} | {contact}{/stakeholders} |

## Checklist Items

The following list must be reviewed and completed before the project proceeds to planning:

{#checklistItems}

* **{item}:** {description}

{/checklistItems}

## Dependencies and Constraints

{#hasDependencies}

* **{dependencyName}:** {impact}

{/hasDependencies}

{^hasDependencies}*No known dependencies or constraints have been identified at this stage.*{/hasDependencies}

## Assumptions

{#assumptions}

* {assumption}

{/assumptions}

## Initial Risks Identified

{#risks}

* **{risk}:** {mitigation}

{/risks}

## Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date** | **Signature** |
| {#approvals}{name} | {role} | {date} | {signature}{/approvals} |

**Note:** All checklist items must be marked as complete and all approvals secured before moving to the planning phase.