Initiation Document

<System Name>

This Initiation document defines the system that is proposed to serve the organization for the purpose(s) of <…>. Implementation of the system is scheduled for <date>. The estimated initial cost development is <xxx>.

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|  |  |
| --- | --- |
| System ID Code: |  |
| Project Manager: |  |
| Client/Application Expert: |  |
| Anticipated system size: | S1/S2/S3 |
| Written by: |  | Date: |  |
| Verification and QA by: |  | Date: |  |
| Final review at:  | <Location> | Date: |  |
| Participants: |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table of Contents

[Executive Summary 2](#_Toc401483557)

[1. Goals 3](#_Toc401483558)

[2. Application 4](#_Toc401483559)

[3. Technology and Infrastructure 5](#_Toc401483560)

[4. Implementation 6](#_Toc401483561)

[5. Cost – Resources 7](#_Toc401483562)

[Appendices 8](#_Toc401483563)

# Executive Summary

### 1. Goals

### 2. Application

### 3. Technology and Infrastructure

### 4. Implementation

### 5. Cost and Resources

# 1. Goals

## 1.1\* Client / Application Expert

### 1.1.1 Client / Main user

### 1.1.2 Application expert(s)

## 1.2\* Goals and Objectives

## 1.3\*Problems

## 1.4 Organizational/Business Context

## 1.5\* Annual Work Plan

## 1.6 Feasibility and Cost/Benefit

## 1.7 Time Frame

# 2. Application

## 2.0\* Overall Architecture – Highlights

## 2.1\* Main Characteristics

### 2.1.1 Current situation

### 2.1.2 Type of system

### 2.1.3 Constraints

### 2.1.4 Glossary

## 2.2\* Users and External Systems

## 2.3 Subsystems

## 2.4 User Interface

## 2.5 Processes

## 2.10 Coding Tables

## 2.11 Data Modeling (Logical Files)

## 2.12 Database (Physical Files)

## 2.15\* Reports (and Queries)

## 2.16 Input (Forms)

## 2.19\* Security and Privacy

## 2.21 Workload, Performance, and Capacity

## 2.22 External Interfaces and Links

# 3. Technology and Infrastructure

## 3.0\* Architecture – Overview and Highlights

## 3.1 Central Hardware

## 3.9 Data Center

## 3.11 Database Management System (DBMS)

## 3.13 Development and Maintenance Tools

## 3.14 Off-the-shelf Software

## 3.20 Hardware – Client Computer

## 3.30 Private/Local Area Network

## 3.33 Associated Technologies

# 4. Implementation

## 4.1\* Parties Involved

## 4.2 Work Plan

## 4.3\* Next/Immediate Phase

## 4.4 Ongoing Operation

## 4.6 Service and Maintenance

## 4.7\* Integration into the Organization – Deployment

## 4.8 Robustness and Reliability

## 4.9 Configurations

# 5. Cost – Resources

## 5.1 Set-Up Cost (Development and Installation)

### 5.1.1 First/upcoming version or delivery unit

### 5.1.2 Additional versions and delivery units

## 5.2 Ongoing Costs

### 5.2.1 First (upcoming) version or delivery unit

### 5.2.2 Additional versions and delivery units

## 5.5 Cost Summary

### 5.5.1 Cost of ownership

### 5.5.2 Cost scheduling

# Appendices

## Appendix 1.6: Risk Analysis, Feasibility & Cost/Benefit

## Appendix 98: Open Issues – Alternatives Analysis

## Appendix 99: Future Requirements

## Appendix *X*.*Y*