**[](https://www.smartsheet.com/try-it?trp=11770&utm_source=integrated-content&utm_campaign=/content/microsoft-word-project-management-templates&utm_medium=Simple+Microsoft+Word+Project+Initiation+doc+11770&lpa=Simple+Microsoft+Word+Project+Initiation+doc+11770)SIMPLE PROJECT MICROSOFT WORD**

**INITIATION DOCUMENT**

|  |  |
| --- | --- |
| SUMMARY | |
| Explain the purpose of the charter and list what the reader can expect to find. | |
|  | |
|  |  |
| PROGRAM OBJECTIVES | |
| 1.0 | ESTABLISH PROJECT SELECTION CRITERIA |
| 2.0 | MEASURE PROJECT PERFORMANCE |
| 3.0 | ENABLE PROJECT DELIVERY |
| 4.0 | BUILD THE PROJECT MANAGEMENT DISCIPLINE |
| 5.0 | FACILITATE COMMUNICATION |

|  |  |
| --- | --- |
| 1.0 | ESTABLISH PROJECT SELECTION CRITERIA |
| Establish and facilitate project selection criteria that are aligned with the business's objectives and direction. | |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1.4 |  |
| 1.5 |  |
| 1.6 |  |
| 1.7 |  |

|  |  |
| --- | --- |
| 2.0 | MEASURE PROJECT PERFORMANCE |
| Encourage a project environment that is focused on performance and execution. | |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |
| 2.4 |  |
| 2.5 |  |
| 2.6 |  |
| 2.7 |  |
|  |  |
| 3.0 | ENABLE PROJECT DELIVERY |
| Collaborate with stakeholders from all departments to help ensure successful project outcomes. | |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |
| 3.4 |  |
| 3.5 |  |
| 3.6 |  |
| 3.7 |  |

|  |  |
| --- | --- |
| 4.0 | BUILD THE PROJECT MANAGEMENT DISCIPLINE |
| Serve as the authority on project management methods and practices. | |
| 4.1 |  |
| 4.2 |  |
| 4.3 |  |
| 4.4 |  |
| 4.5 |  |
| 4.6 |  |
| 4.7 |  |
|  |  |
| 5.0 | FACILITATE COMMUNICATION |
| Keep management teams and the project management community informed. | |
| 5.1 |  |
| 5.2 |  |
| 5.3 |  |
| 5.4 |  |
| 5.5 |  |
| 5.6 |  |
| 5.7 |  |

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