This document summarizes the proposed process for conducting the (Project Name) Initiation stage during the period (Day MONTH Year) through (Day MONTH Year).

It will be conducted by (Project Manager Name) or (Business Analyst Name) and (Project Sponsor Name).

The project initiation will be executed with the following workshops and interviews.

1. Interviews (Repeat this section for each interview)
   1. Interviewee
   2. Objective of interview
   3. Date
2. Objective & Scoping Workshop
   1. (Day MONTH Year - Day MONTH Year)
   2. Workshop Objective
   3. Workshop Deliverable
   4. Participants
   5. Agenda Items
   6. Location
3. Subsequent Workshop(s) (Repeat this section for each subsequent workshop)
   1. (Day MONTH Year - Day MONTH Year)
   2. Workshop Objective (for remaining components of the Project Initiation, namely critical requirements, approach, organization, business case)
   3. Workshop Deliverable
   4. Agenda Items
   5. Participants
   6. Location
4. Produce and Present Project Initiation Report
   1. (Day MONTH Year - Day MONTH Year)
   2. Compile Project Initiation Report
   3. Distribute Project Initiation Report to Project Board on date
   4. Present Project Initiation Report to Project Report on project board meeting date