

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

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## **EXECUTIVE SUMMARY**

- 1. Goals**
- 2. Application**
- 3. Technology and Infrastructure**
- 4. Implementation**
- 5. Cost and Resources**

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## **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**

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## **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**

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## **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**

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## **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**

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