

INITIATIVE CONTRACT

DATE:



Initiative and Definition of Success

Initiative Title

What defines its success, the desired end state of the initiative?

What is the scope of the initiative?

What is out of Scope; anything outside the parameters of the initiative?

Team & Accountabilities

Who is the initiative leader and who will work with the initiative leader to design and deliver this initiative?

Name	Organization	Team Role*

* Role within the project team (team lead, process owner, subject matter expert, IT, budget, etc.)

Stakeholders

Who are the key stakeholders involved with this initiative?

Name*	Organization	Role

** Include those individuals and/or organizations that have a clear interest in the success of the Initiative but are not accountable for its execution.*

Key Milestones

What are the major milestones to deliver the initiative?

	Milestone	Person(s)/Team Responsible (RACI)*	Due Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**RACI R=Responsible for doing the work; A=Accountable for work; C=Consulted before finalizing; I=Informed*

Measures and Targets

How are we measuring the impact and success of this initiative?

Priority Measure(s)*	Current Status	Target

**Measures should follow SMART principles: Specific-Measurable-Actionable-Relevant-Timebound*

DICE

Component	Description	Score
Duration	Duration of change either to completion or between “learning milestones”	
Integrity	Performance integrity of project team	
Commitment₁	Senior management commitment to the change	
Commitment₂	Local commitment to the change	
Effort	Local effort during implementation	
Total		
$D + 2I + 2C_1 + C_2 + E$ <14 Win 14-17 Worry >17 Woe		

Risks and Other Factors

Are there any notable risks for this initiative and how will they be managed?

Risk	Mitigation Strategy
1.	
2.	
3.	
4.	
5.	