Project Launch Decision

Document code	TPL-001
Document name	Project Launch Decision
Type	Template / Statement
Version	1.0
Approved on	[DD/MM/YYYY]
Approved by	[Name, role of approver — typically the management body]
Review cycle	Not applicable — one-off project launch document
Mandatory under	NIS-2 Directive (whole — project mandate); ISO 27001 clauses 5.1, 5.2
Distribution	Management body, executive sponsor, project team, internal audit
Compliance scope	Establishes mandate and accountability for NIS-2 compliance project. Does not by itself produce compliance — must be followed by Project Plan (PLA-001), Initial Training Plan (PLA-002), and Top-Level Policy (POL-001).

Revision history

Version	Date	Description
1.0	[DD/MM/YYYY]	Initial version.

1. Purpose

This document records the formal decision of the management body of [Organisation] to launch a project for compliance with the EU Network and Information Systems Directive 2 (NIS-2, Directive (EU) 2022/2555) and its implementing regulations. The document establishes the mandate, the executive ownership, the initial scope, and the resource envelope of the project. By signing this document the management body acknowledges its accountability under NIS-2 Article 20 and commits the organisation to the project.

2. Context and rationale

The NIS-2 Directive entered into force on 16 January 2023 and Member States transposed it into national law during 2024-2025. The Directive imposes cybersecurity risk-management measures, governance obligations, and incident reporting duties on entities classified as **essential** or **important** — under Articles 20, 21, and 23. Failure to comply may expose the organisation to administrative fines (up to €10 million or 2% of global turnover for essential entities, up to €7 million or 1.4% for important entities) and may expose individual members of the management body to personal sanctions, including temporary suspension from management duties.

[Organisation] has assessed that it qualifies as a [essential / important] entity under Annex I/II of NIS-2 because [brief rationale — sector, size, role]. The management body therefore decides to launch a structured compliance project.

3. Scope of the project

The project covers the design, documentation, implementation, and operation of cybersecurity risk-management measures and governance practices required to achieve and maintain compliance with NIS-2 and its implementing acts. Specifically:

- **Regulatory scope:** NIS-2 Directive (EU) 2022/2555; Commission Implementing Regulation (EU) 2024/2690; ENISA Technical Implementation Guidance; the national transposing law of [Member State].
- **Organisational scope:** all business units, sites, and information systems of [Organisation] within the EU regulatory perimeter, including those operated through suppliers under Article 21(2)(d).
- **Functional scope:** governance, risk management, incident handling, business continuity, supply chain security, training and awareness, audit, and management review.
- **Out of scope:** compliance frameworks not specifically required by NIS-2 (e.g. ISO 27001 certification, GDPR-only compliance) — these may be aligned with the project but are not project deliverables.

4. Project ownership and governance

Role	Designation
Executive Sponsor for NIS-2	[Name and role — typically a C-level executive: CEO, COO, or CFO]
Project Manager	[Name and role — drives day-to-day execution]
Information Security Lead (CISO)	[Name and role — technical leadership]
Steering Committee members	• [Name and role] • [Name and role] • [Name and role]
Reporting line	Project Manager reports to Executive Sponsor; Executive Sponsor reports to the management body at least quarterly.

The management body retains accountability under NIS-2 Article 20. The Executive Sponsor exercises day-to-day executive ownership and reports progress at each scheduled management body meeting. The Project Manager organises execution and produces the deliverables defined in the Project Plan (PLA-001).

5. Project parameters

Parameter	Value
Project start date	[DD/MM/YYYY]
Target completion date for initial compliance	[DD/MM/YYYY] — typically 9 to 12 months from start
Initial budget envelope	[€ amount] for the first 12 months — covers personnel time, external advisory, tooling, training
Decision authority on budget overruns	Executive Sponsor up to [€ threshold]; management body above that threshold
First milestone — Top-Level Policy approved	[DD/MM/YYYY] — typically within 3 months of project start
First milestone — Risk assessment completed	[DD/MM/YYYY] — typically within 6 months of project start
Reporting to the management body	Quarterly status reports; ad-hoc for material risks or incidents

6. Mandate

The management body of [Organisation] hereby:

- approves the launch of the NIS-2 compliance project as defined in this document;
- appoints the Executive Sponsor and the Project Manager as identified in section 4;
- authorises the initial budget envelope as identified in section 5;

- instructs the Executive Sponsor to produce, within 30 days of the date of this Decision, a detailed Project Plan (PLA-001) and an Initial Training Plan (PLA-002) for approval;
- commits to receive quarterly project reports and to review, challenge, and decide on the matters escalated to the management body during the project;
- acknowledges that members of the management body are personally accountable under NIS-2 Article 20 for the cybersecurity oversight of the organisation, and that this Decision is one of the means by which the management body discharges that accountability.

7. References

Reference	Subject
NIS-2 Directive (EU) 2022/2555	Whole — establishes the obligations on the entity
NIS-2 Directive Article 20	Governance obligations and management body accountability
NIS-2 Directive Articles 21 and 23	Risk-management measures and incident reporting
CIR (EU) 2024/2690	Implementing technical and methodological requirements for risk measures
[National transposing law]	[E.g. for Italy: D.Lgs. 138/2024; for Germany: NIS2UmsuCG]
ISO/IEC 27001:2022, clauses 5.1 and 5.2	Leadership and commitment, information security policy
PLA-001 Project Plan	Companion — detailed plan, milestones, deliverables
PLA-002 Initial Training Plan	Companion — training to launch the project
POL-001 Policy on Information System Security	First major deliverable of the project

8. Decision and signature

By signing below, the members of the management body of [Organisation] formally adopt this Decision and commit to the mandate described herein.

Name and role: [Name, role] **Date:** [DD/MM/YYYY]	**Signature:** _____
Name and role: [Name, role] **Date:** [DD/MM/YYYY]	**Signature:** _____