

Project Initiation Document (PID)

Code:

1. Project Title:

2. Description ('Scope'):
This short description of your project becomes the project 'scope'. Also include things that your project will not be doing

3. Project Manager / Lead / Organiser:
The person who will organise and deliver the project

4. Project Sponsor:
Person who requires the project to happen, is the funder

5. Project Start Date: **6. Project End Date:**

7. Corporate Targets / Strategic Goals:
State the targets / goals that this project will meet and the specific Plan or Strategy referenced. Note: Use reverse side of this document, if more than four targets are addressed.

1.	2.
3.	4.

8. The Problem / Need:
What is it that you want to change about the status quo? What's the problem? What's needed?

9. Evidence / Assumptions:
How do you know there's a need? Are there any key assumptions operating? What evidence is there?

10. The Target Group:
Who do you want the change for?

11. The Vision:
What would be the ideal situation for this group? By when? Tip: keep the statement short, use present tense.

12. Outcomes:
State the medium / long term benefits you anticipate for your target group(s), based on your vision at 10. above

1.	2.	3.
v	v	v

13. Aims:
Convert each outcome into what you will do to achieve the vision

1A.	2A.	3A.
v	v	v

14. Objectives / Actions:
Break each aim down into specific, measurable and achievable actions to show how you will achieve the related aim. Tip: One action per box; add name or initials to each action. Use reverse of document to add further actions.

1i.	2i.	3i.
1ii.	2ii.	3ii.
1iii.	2iii.	3iii.
v	v	v

15. Outputs / Deliverables:
What will the project deliver?

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16. Constraints:
Note any practical or organisational shortfalls that may prevent you achieving the project's outcome(s).

People – how many? Internal / external?	Financial – how much? Costs, salaries, budgets	Equipment / Actions Hire / Purchase? Re-use?
v	v	v

17. Inputs / Budget:
What resources do you need to be able complete the project, use 16. above?

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18. Approval from Sponsor: Signed: _____ Date: _____