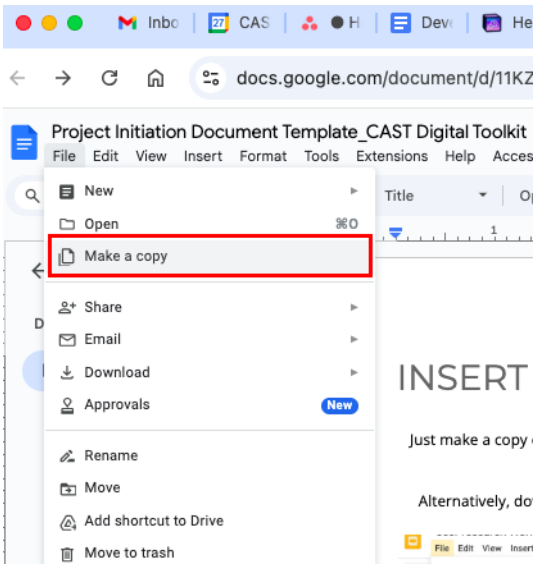
INSERT LOGO HERE

Just make a copy of this document to your own Google Drive, and start personalising and editing it. Alternatively, download as Word doc to edit locally. Delete this section once you're finished.



Project Initiation Document (PID)

PURPOSE: This is a project initiation document (PID) prepared {{insert role titles of people involved}}

The PID should be worked on at the earliest possible opportunity and is an evolving document through the business development, scoping and onboarding stages of a project.

The PID should be presented to the team working on the project (as well as clearly made available at all times), and to any contractors and freelancers as part of their onboarding to ensure everyone is clear on the background, context and constraints of a project.

The PID should also be used as part of budget and capacity planning.

INSERT LOGO HERE

About the project

Funding

- Who is funding the project?:
- How much is the budget?: £
- Is this a grant or service contract?:
- Please link to the grant agreement/contract:

[Please provide some contextual information about the project - how it came about, key conversations to date etc]

Project Budget

[Link to a budget breakdown]

Key stakeholders

[Please list key known stakeholders here including staff, the funder and their partners, delivery partners, participants, press/comms and any other interested parties]

Project objectives

[Please reference the key objectives for the project. This should include the agreed objectives as set out in any grant agreement and any internal objectives.]

Dependencies

[Please reference any constraints or known challenges such as fitting with existing processes, systems and/or tech]
(Reference any constraints based on delivery start dates in relation to people available to deliver the work)

Delivery information

Proposed programme/approach

[Please share details about the delivery - for example is this a programme with participants? A discovery/scoping piece? Try to be as descriptive and provide as much detail as possible and reference any conversations or correspondence with the funder in this section]

INSERT LOGO HERE

Outputs

[What outputs will be delivered as a result of this project?]

Proposed team/skills required for this project

[Please use this section to detail the resource needs of the project. This should include the skills needed across the programme and any specific roles required. This should also eventually include specific partners and internal staff.

Capacity and risks - based on current team capacity

[Please use this section to think about whether the capacity needs of the project align with our current resources under the following headings.

1. Identify if current team can fill these roles

2. Identify if particular skills need to be recruited/contracted in

3. Are there any risks based on team capacity and recruiting timelines?

Broader Risks section

(Briefly outline here any other risks beyond our control e.g. environmental, contractors and partners delivery.)

Important dates

- Proposed start date of project:
- Proposed end date of project:
- Include provisional dates (from/to) for the following phases {delete/edit as appropriate}:
    - Shaping phase -
    - Onboarding phase -
    - Delivery phase -

INSERT LOGO HERE

- Offboarding phase -

Comms

[What is the specific comms support required for this project? Are there external comms implications to explore - for example co-branding, press etc]

Reporting

[What are the reporting requirements for this work? Please link to any reporting framework or forms that will be part of the project]

Evaluation/Impact

[How are we evaluating this piece of work? Will there be an impact framework required or support from another organisation? Please link to any evaluation plan or reporting framework here.]

Success Criteria

What does success look like to the Funder?

[Please share success criteria for the funder or partner here]

What does success look like for participants?

[If applicable, please share success criteria for participants here]

What does success look like for my organisation?

[Please share success criteria for your organisation team here]