



## Project Initiation Document

Project Name: [Title]

Project Code: [To Be Assigned Upon Official Project Initiation]

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### **Objective:**

[One sentence, starts with verb. See past abstracts for examples. This should be consistent with the project title.]

### **Project roles:**

[Briefly state what OES will be responsible for; what agency collaborator will do; what any academic affiliate's scope of work is; whether a nonprofit, State government, or contractor is involved; etc.]

### **Intervention feasibility:**

[Describe in two or three sentences the tentative intervention that will be implemented and any challenges to its feasibility.]

### **Evaluation feasibility (including data availability and sample/population size):**

[Describe briefly the tentative design of the evaluation and any challenges to its feasibility. Include a brief description of the datasets that will be used and any obstacles to accessing them. Is it possible to also track a downstream outcome that is directly policy relevant, perhaps as a longer-term follow-up?]

### **Potential impact:**

[Describe in two or three sentences how the results of the project might affect a federal program or policy and the potential impact for stakeholders.]

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*The following items are determined at the Project Initiation discussion*

### Project criteria checklist

Criterion	Y / N	Notes (if not strong Y)
Ability to utilize existing administrative data		
Federal touchpoint where OES expertise applies		
Connection of outcome measure to agency priority / relevance of findings for others in government		
Feasibility of rigorous experimental design, including random assignment		
Ability to potentially come to statistically significant findings (adequate sample size)		

### Outcome of Project Initiation discussion:

☐ Go forward

☐ Go forward as long as the following items can be resolved. If they haven't been resolved by [target date], then let's have another discussion. Items that need resolution:

- [List items here]

☐ Do not move forward

Rationale for 'do not move forward' decision: