

Project Initiation Document

Project Name: [Title]

Project Code: [To Be Assigned Upon Project Initiation]



Objective:

[This should be consistent with the project title in the project tracker.]

Agency priority:

[Briefly note the connection to the agency Strategic Plan, Learning Agenda, Evaluation Plan, or other record of agency priorities.]

Potential impact:

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

Behavioral barriers:

[Briefly describe how behavioral barriers will be diagnosed, including whether a behavioral map will be constructed and how quantitative data and/or qualitative methods will be used.

Preliminary ideas about specific behavioral barriers are welcome but not required at this stage.]

Intervention design plan:

[Briefly describe the plan for designing an intervention based on what is learned about behavioral barriers. Preliminary ideas about specific interventions are welcome but not required at this stage.]

Evaluation feasibility:

[Describe the tentative design of the evaluation, including any available information about sample size and statistical power, and any challenges to its feasibility. Detailed power calculations are **not** required at this point, but we want to ensure that adequate power is reasonably likely based on what is known so far.]

Data availability:

[Note the ultimate target outcome. Include a brief description of the datasets that measure this outcome. If not able to access this data, describe the alternative, and why it will be a good proxy.]

Results utilization:

[Briefly describe what will be required for the agency partner to successfully utilize results (e.g., scale-up, policy change, additional funds). Who within the partner agency will need to be informed, and whose support will be needed?]

Results dissemination:

[Briefly describe tentative plans for dissemination, including potential audiences and outlets. Note whether any of the potential outlets have requirements that require early planning (e.g., academic journals that require pre-registration).]

Project roles:

[Note who makes key approval decisions and decisions about scale at Agency. And if academic affiliate, contractor, other implementing partner involved briefly describe roles.]

Project criteria checklist

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

Outcome of Project Initiation discussion:

Will the project move forward? ☐ Yes ☐ No

What issues need to be tracked and resolved? These are issues that could limit the feasibility and/or potential impact of the project. For each of these issues, what does successful resolution look like?

Issue	What is required to resolve this issue?