

Durham University Community Engagement Project (CEP)

Project Initiation Document

The CEP community groups and charities are linked with a team of students who will work with the group on a specific I.T. related project between October 2015 and February 2016.

This document is not legally binding but is designed to clearly identify the roles and expectations of each party, together with agreed timescales and deliverables.

1. **Overview and justification for the Project (Statement of Work)**

For this project we have been asked to create a website for the RT Projects (a mental health charity). Although RT Projects already have an active Facebook page they would like a website to improve their accessibility. Although Facebook is a good means to communicate with a wide community it is not an ideal platform to share more detailed information about what the charity does. The website will hopefully address this issue by providing more detailed information about the various mental health issues the provide support for, the workshops they run and contact and location information.

RT projects have requested the ability to update the website with news on a reasonably regular basis. For this reason we have chosen to develop the website in WordPress as it provides a premade content management system. It will also make adding new pages much easier for the charity.

1. **Proposed goals for the Project (scope)**

*This is where both client and student team agree the specific tasks to be addressed and outcomes to be achieved, i.e. what specifically have you agreed to deliver – try to be as specific as possible (boundaries of the system). This should not be vague or open to misinterpretation or requirement creep*

*Remember that both client and student group will need to agree the content of this document. As a minimum you should consider:*

* *What specifics are required for the task, e.g. if it is a website, outline the design, pages, logo design and other items to be created/revised?*
* *What arrangements are there for the client to maintain and manage the product after the project?*
* *Have ongoing commitment issues of, e.g. domain names, hosting etc. been considered?*

1. **Outline any obvious risks the project may come across and how you could mitigate.**
2. **Proposed deliverables (include timescales)**

*This is a list of the deliverables which the project will deliver on completion and any internal milestones you and the client may set. It needs to be written clearly so that team members are completely aware of what they are responsible for delivering. You also need to specify what format the deliverable will be in. So for example is a Word document expected; website?*

1. **Proposed Roles, Responsibilities, Authority and Approval**

*Who in the team is taking main responsibility? Contact details etc.*

*Define what everyone on this project is doing and responsible for*

*Determine and list who are the stakeholders and their responsibilities.*

*Who makes the decisions from the client end – committee, individual etc.? Be clear on this and identify the person(s) who have the authority to agree to the Project Charter*

Client *(insert name)*

I/we confirm that this document is an accurate representation of our expectations as clients for this project and that no additional tasks or requirements will be added. We understand that the students will not be able to provide additional input or support after 25th February 2016.

Signed

Print name

Date

Student Team *(insert names)*

I/we confirm that this document is an accurate representation of our understanding of our client’s expectations for this project and that no additional tasks or requirements will be added. We understand that this project must be complete and signed off by the client by 19th February 2016.

Signed

Print name

Date