

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. Facebook is a good means to communicate with a wide community but 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 charity provides 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**

Freddie Keen will manage the project, with Tom White acting as the point of contact for the clients at T\_o\_m\_white@hotmail.com and 07511223932. Thomas Wilshaw will administrate the GitHub repository for the team.Everyone will be involved in coding the webpages to implement the client’s design.

The stakeholders in this project are RT projects, their current clients and their potential clients. All decisions from the client end, including approval of this document, will be made by both or either of Stuart Flude and Emma Beattie, as co-runners of the charity.

Client *–* RT Projects - Stuart Flude and Emma Beattie

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 – Freddie Keen, Thomas Wilshaw, Will Taylor, Tom White, Quentin Lam

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