**Project initiation Document –**

**Part 1**

What team roles are the group members fulfilling?

Have we signed the team contract?

Why did we select this problem?

What is the title of this project?

What is the background of the project?

What are the aims of this project?

What are the objectives of this project?

What are our project requirements?

What experiments are we going to do to prepare for this project?

What are our deliverables in this project?

What factors must we consider that may influence the deliverables and project structure?

What assumptions do we have on how this project will go?

**Part 2**

How are we going to conduct our research?

What are we going to research?

What are the business benefits of this project?

What other course of actions were considered whilst this project was being designed and developed?

What are we doing to break down our projects into timed tasks?

Cost/Benefits Analysis

Risk Identification-

Risk Prevention-

Risk management-

Risk Monitoring-

Refer to <https://www.mindtools.com/a5ysls5/project-initiation-documents> for more information on initiation tasks