project Goals	summary of the reasons for the project.
Scope	A statement of what is in the project scope and what is not. At the outset, the full detail of the scope may not be clear, but this section should at least start the process of exploring the extent of what the team is attempting to do. Sometimes identifying what is not in the project scope is just as important as defining what is in scope.
Approach	In general terms - because you may not yet know the details - how do you intend to carry out the project? If your project involves hardware, you could provide the specification; likewise, if it involves software development you could describe the platform and technology you intend to use. You could provide details of the client or University resources that you intend to use, and finally you could describe any specific methods that you will apply. *its main purpose is to provide confidence that the team has thought through the important aspects of the project.*
Project Organization	This is a statement - possibly including a diagram if it helps - of the organisation of the project team and its relationship to the project's external stakeholders. This is the first time that individual team members need to think about their own specific roles and therefore what they will be responsible for delivering.
Business Case	This section explains the benefits of doing the project in contrast to alternative approaches, and to doing nothing. In a professional context, the majority of the costs of a project are in the staff costs and need to be balanced against the expected outcomes. For this project, the client will be able to provide a statement of the expected benefits. Note that this is also different from a list of deliverables. The deliverables are the output of the project whereas the benefits are the value of those outputs to the business once the project is over.
Constraints	Every project operates within limits and it is important to understand what those limits are. If the limits are not stated, it is very easy to be over-ambitious and to attempt work that is either too difficult, or is not feasible within the available time and resources. This section provides a statement of the specific limitations for this project.
Stakeholders	Some of the project stakeholders are already clear; however, there may be other stakeholders that you will not be aware of before the project kick-off meeting with the client. They might include end-user groups within the client's organisation, for example. Knowing who the stakeholders are helps to put a communications plan in place, and can help with the design of the system itself.
Risks	At the start of the project the team should make a note of all the possible factors that might hinder progress. This is the first version of the risk register. Risks should be evaluated for impact and likelihood and they should be tracked throughout the project. Note that by 'risks' we mean risks to the success of the project and not risks related to the operation of the finished system. For example, if one of the team has an elderly relative who is unwell, there may be a risk that they may need to take time off from the project. That would leave the project short of resource, and it may not be possible to complete all the work as planned. This should be entered into the risk register and monitored on an ongoing basis.

Project Controls	Project control means being as sure as possible at all times that there are no surprises in store and that the work of the project is proceeding according to the plan. Project controls are the specific methods that have been selected for maintaining that overview. They can include for example: • working procedures within the team • the maintenance of control documents such as risk and issue registers • the structuring of the project into phases and iterations • scheduling meetings of different kinds within the team and with the client
Reporting frameworks	A statement of exactly what reports will be produced as the project progresses, for whom and according to what schedule. Note that this should be tailored to the individual project context.
Schedule	A Gantt chart which specifies the main phases and milestones in the project.
PID Sign Off	The PID is an agreement between the team and the client about the purpose and scope of the project. The client's signature indicates that the contents are satisfactory, and the team's signature (probably the project manager on behalf of the team) indicates that they consider the work feasible within the available resources.

For the purposes of the module assessment, there should be an additional section in the PID beyond those specified by PRINCE2. Each team member should provide a short statement of what they intend to learn during the project. This will allow each person to articulate their specific contribution to the project, and it will provide the focus of the reflective statements at the end of the project.

Learning goals might include, for example:

- Learning a new programming language
- Learning how to use a particular tool or toolset
- Gaining experience of working in a particular industry domain
- Applying existing knowledge in order to extend what is already known
- Gaining experience of applying project management techniques in a real project
- etc.

You may find it beneficial to discuss your individual learning goals as a team. That way, roles can be allocated according to each team member's particular interests.

The additional section should be provided as an appendix to the main document and should have a section from each team member which may be as short as half a page.

When composing your reflective statement, you will be asked to provide evidence of having met you own learning goals. You should also bear this in mind when deciding how to express the goals in the first place.