

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 2016 and February 2017.

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)**

*This contains information detailing why this project needs to be done.*

*This section should include (only those applicable) the purpose of the project including the background behind it; business need; problems the project will address; market demand; technology advance; customer request. Why they actually need this.*

*You should consider and discuss any legal, ethical, professional or social issues to be considered in the project.*

*NB: Don’t forget to name the organisation you are working with*

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?*

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Deliverables** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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 20th February 2017.

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 20th February 2017.

Signed

Print name

Date