# PROJECT INITIATION DOCUMENT

A Project Initiation Document defines the project scope, management, and overall success criteria that the team can revisit during the project. It contains the basic information of the project such as context, scope, team, and collaboration. It is equally important as an internal guide and for external stakeholders.

The Project Initiation Document (PID) is the first step to ensure your project sets off on the right foot. It sets the tone, context, expectations, and constraints

1. PROJECT INFORMATION
   1. Project Name
   2. Date of document submission
   3. Version of document (if any changes)
   4. Client (name of client company)
2. PROJECT TEAM

Describe how the project will be organized and managed. Identify reporting lines and outline specific roles that will be filled. You need to be clear about staff roles so that you don't duplicate responsibilities, and so that everyone is clear about what's expected of them. If this is a long-term project, you may even consider developing job descriptions for team members.

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| --- | --- | --- |
| Team Member | Role | Responsibilities |
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Also state which team member is responsible for writing which section in this document.

1. PROJECT SCOPE AND DEFINITION

Outline the strategic vision, goals and objectives and ideally include a high-level mission statement. This will help align the team on the approach and keep these goals in mind during solutioning. It will also help in defining additional work and potential project enhancements as the team keep this context in mind.

Some questions to be answered in the Project Scope are:

1. Define the project. (What is the project about?)
2. What is the scope of the project?
3. What is the problem to be solved?
4. What specific outcomes will be achieved? How will they be measured?
5. What are the deliverables?
6. What are the milestones for the deliverables?
   1. If possible, identify projected increments by Sprint (up to 5)
7. Are there any constraints that may influence your deliverables and schedule?
8. COMMON TERMS AND DEFINITIONS
9. PROJECT DIAGRAM

Provide a “visual” diagram illustrating the system.

1. PROJECT METHODOLOGY

Describe which agile methodology you will be using and how it affects

1. Define how the team will communicate between team members and the client (sponsor).
2. Governance. How team decisions will be made?
3. How will the team track and document progress, changes, and setbacks?
4. PROJECT REQUIREMENTS

Provide a link to the Product Backlog (Trello) with a description of how project progress is tracked.

1. BURN UP CHART

Provide the most recent Burn Up Chart *with estimated trajectory* for the project.

1. PROJECT RISKS, CONSTRAINTS, AND FEASIBILITY

Describe whether the project is feasible. Then discuss any project limitations:

1. Can the project be completed on time? (over 5 sprints)
2. Does the project integrate with other existing systems? If so, explain.
3. Are there any limitations to the success of the project?
4. How would you rank risks to the project?
5. Are there any technical unknowns?
6. Do you foresee any single point of failures?
7. HOW IS SUCCESS DEFINED?

How do you define success?

Are there any metrics that can be defined that measure success?

Explain any processes or plans that ensure product quality.