Project Initiation Document (PID)

Project name:

Project objectives:

In scope of the project:

Out of scope of the project:

Key milestones

Milestone	Target completion date

Metrics / success measures

Metric	Description	Target	Target date

Project team

Name	Role on the project

Key dependencies

Dependency on	Nature of dependency	Actions to manage the dependency

Risks

Risk	Impact*	Mitigation	Mitigated risk score*

* Assessed as **High**, **Medium** or **Low** impact to the project