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