Project initiation document for political finance oversight institutions

Purpose

The project initiation document (PID) defines the direction and the scope of the project and forms the basis against which to assess its progress and ongoing viability. Once it has been approved by your project board, you can move to the next stage: delivery of your project.

The PID should be presented to your Project Board alongside the business case, risk and issues log, benefits realisation plan, project plan and communications plan.

Project initiation

Project title				
Project manager				
Project sponsor				
Brief project overview [attach business case]				
Product description				
Constraints, assumptions and exclusions				
Reporting control points [any decision point(s) planned within the project where the project manager must seek approval/direction for the project to progress.]	Output/ milestone	Control body	Control date	Control presenter
Project team	[List of members (role/department) who make up the project team and the reason for having them in the team]			
Risk status [attach risk log] See risk matrix in accompanying SOP for more information	☐Very high ☐High ☐Medium			

	☐Low ☐Very low [Please provide a summary of the overall project risk and the mitigation actions if the risk is on very high, high or medium]
Post project ownership of products created	[List the expected role/department who will acquire ownership of any products delivered by the project]

Approved by Project Board? Y/N

On [date]