Template

Project Initiation Document

Purpose

A Project Initiation Document (also called PID) can form the foundation for many research projects. This document is created in advance and can be a reference point during the project for the team. It is also a decision document, so you can see who has to do what and in which time frame.

Project information

Background and occasion of the project, which together provide information about the context.

Name			
Date		Draft/final	
Author			
Owner			
Client			
Document number			

Revision history

Revision date	Previous revision date	Summary of changes	Changes marked

Approvals

Name	Signature	Title	Date of issue	Version

Key roles and responsibilities

Name	Resourcing organization	Role	Responsibilities

Organizational structure

A description of who has which management role and responsibility in the project.
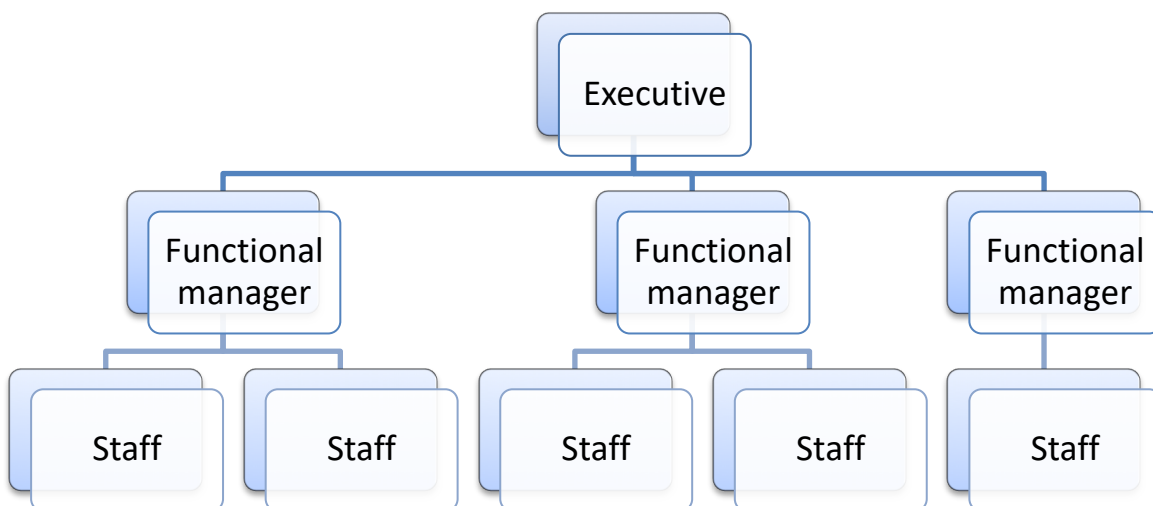
Project planning

The project planning exists of an Excel spreadsheet, listing the weeks that the project lasts and the activities that that should occur.

	Week						
Task	1	2	3	4	5	6	7

Risk log

The risk log includes measures that will be taken when there are unforeseen risks.

Date	Risk	Likelihood	Impact	Owner	Action	Progress	Status

References & Resources

https://www.toolshero.com/project-management/project-initiation-document-pid/

https://www.project-management-skills.com