# Project Initiation Document (PID) Template

**Project Information**

|  |  |
| --- | --- |
| Project Name |  |
| Date |  |
| Author/Project Manager |  |
| Version |  |

**Document Approval**

|  |  |  |
| --- | --- | --- |
| Date | Name | Signature |
|  |  |  |

**Background and Scope:**

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**Project Rationale**

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**Project aims and objectives:**

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**Budget**

|  |  |
| --- | --- |
| Total budget |  |
| Budget breakdown |  |

**Project Management Team**

|  |  |
| --- | --- |
| Role | Reports to |
|  |  |

**Project Key Stakeholders**

|  |  |
| --- | --- |
| Name | Role and responsibilities |
|  |  |

**Project Deliverables**

|  |  |  |
| --- | --- | --- |
| Deliverable details | Format of deliverable | Completion target date |
|  |  |  |
|  |  |  |

**Risks**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Number | Risk Details | Risk Level  (Low, Med, High) | Risk Mitigation |
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**Quality Management Method**

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**Project Evaluation Method**

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