# APPENDIX A.1

**Project Initiation Document - PID**

BEng - Project Proposal Form (PID)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | | | | | | |
| **Project Initiation Document** | | |  | | | |
|  | | | | | | |
| **Project Name** | | | [Name] | | | |
|  | | | | | | |
| [Student] [AP] [Supervisor] | | | | | | |
| **Definition** | | | | | | |
| ***Objectives*** | | | | | | |
| *[The high level aim/purpose of the project]* | | | | | | |
| ***Anticipated Benefits*** | | | | | | |
| *[The measureable improvement anticipated as a result of the project ]* | | | | | | |
| ***Scope*** | | | | | | |
| *[The boundaries of the project, what is to be included within the output(s) and what has been excluded from the scope]* | | | | | | |
| ***Deliverables/ Outcomes*** | | | | | | |
| *[A list of the expected and required deliverables/outcomes that the project must deliver and the timescales associated with each deliverable/outcome]* | | | | | | |
| ***Constraints*** | | | | | | |
| *[The restrictions/limitations on the project such as time, resources and/or funding]* | | | | | | |
| ***Dependencies*** | | | | | | |
| *[The impact of this work on other internal or external projects/activities and vice versa]* | | | | | | |
| ***Assumptions*** | | | | | | |
| *[Any statements that have been taken as true for the purposes of planning, but which could change later]* | | | | | | |
| **Key Stakeholders** | | | | | | |
| *[The key people and roles who have an interest in/will be impacted by the work]* | | | | | | |
| ***Name*** | ***Title*** | | | ***Organisation*** | | ***Contact Details*** |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
| **Project Team Roles** | | | | | | |
| *[The key people and roles responsible for delivering the work]* | | | | | | |
| ***Name*** | ***Title*** | | | ***Organisation*** | | ***Contact Details*** |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
| **Plan** | | | | | | |
| *[The key stages/milestones/timescales for this project]* | | | | | | |
| **Risk Assessment** | | | | | | |
| ***Description*** | | ***Risk Owner*** | | | ***Status*** | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
| **Cost Estimates** | | | | | | |
| *[Any significant expenditure that will be associated with delivering the project]* | | | | | | |
| **Performance Measures / Success Criteria** | | | | | | |
| *[The indicators/measures which will be used to evaluate performance at the end of the project to determine success in terms of outcomes]* | | | | | | |
| **Literature Search Summary** | | | | | | |
| *[Listing of literature search and discussion of key points]* | | | | | | |
| **Equality and Diversity Implications** | | | | | | |
| *[Any differential impact on an equality target group – consider age, disability, gender, race/ethnic groups, religion or belief, sexual orientation. Consider also cross cutting themes such as people in poverty, homeless people, language or social origin issues, people in criminal justice system, people with mental health issues, marital status (including civil partnership)]* | | | | | | |