





Project Initiation Document (PID)


Frozen on Approval


 Orientation	Project Title		Reference	
	Manager		Sponsor	
	Strategic Link			
	Background			

 Purpose	Objectives			
	Outputs			
	Benefits			

 Success Criteria	Scope Includes			
	Scope Excludes			
	Start Date		End Date	
	Milestones			
	Effort Days		Material Costs	

 Considerations	Constraints			
	Dependencies			
	Assumptions			
	Known Risks			
	Current Issues			
	Team Members			
	Stakeholders			

 Kick-off	Date/Time			
	Attendees			
	Agenda			

 Sign-off	Issue Date		Project Manager	
	Approval Date		Project Sponsor	
	Comments			