



Project Initiation Document Checklist

- For instructions on creating Project Initiation Documents, visit www.mindtools.com/rs/PID.

PID Item	Check When Complete
Section 1: What is the Project all About?	
Project Title	
Background	
Purpose	
Objectives (and how they will be measured)	
Project Scope	
Exclusions From Scope	
Deliverables (including dates of completion)	
Constraints	
Assumptions	
Section 2: Why Should This Project go Ahead?	
Business Case: <ul style="list-style-type: none"> Project Benefits Options Cost and Timescale Cost/Benefit Analysis 	
Risk Analysis: <ul style="list-style-type: none"> Risk Identification Risk Prevention Risk Management Risk Monitoring 	



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Section 3: Who Will Work on the Project?	
Roles and Responsibilities	
Project Organization Chart/Structure Diagram	
Names of: Project Sponsor Project Manager Project Team	
Section 4: How and When Will the Project be Delivered?	
Initial Project Plan	
Assignments/Milestones	
Schedule (Gantt Chart)	
Human Resource Project Team Requirements: Support Staff Additional Staff	
Project Control: Monitoring Mechanisms Communication Channels and Schedules	
Quality Control	