|  |
| --- |
| **Project Initiation Request (PIR)** |
| The objective of this template is to help you to ask and answer key questions aimed at documenting the rationale behind the project and highlighting the benefits for UCD and justifying the cost and risks involved. This is an important document as it gives stakeholders, and ultimately the decision - makers (UMT) enough information to make the decision that the project is worth pursuing (i.e. is the project value aligned to strategy).  |
| **Project Name** |  |
| **Project Owner PO (Sponsor)**Person is accountable for the project |  |
| **Project Lead -** if applicable, senior leader who provides direction/guidance to the project team.  |  |
| **Local Finance Lead**Supports project team identifying financial costs and benefits |  |
| **Strategic Initiative Area** | OneUCD |
| **Project Reference (Identify Number i.e 1-34) (**if applicable**)-** Reference to project summary  |  |
| **Initiative Purpose and Overview** Whydo we need this project (business need)? What is the problem/ opportunity the project will solve?  |  |
| What are the expected **financial benefits** (per annum), i.e. income and growth ? (Note: not all projects will have financial benefits) |  |
| What are the expected **non-financial benefits**? |  |
| **Who will benefit from this project?** Abenefit is a positive effect resulting from a project. |  |
| **Impact on UCD?**What will change? |  **Additional Comments** |
| **Stakeholders** |  **Additional Comments** |
| **Related in Flight** (currently in progress) **2030 Strategy Projects** (if known) Have you spoken to other units to see if there is benefit in expanding this project scope to meet others needs? |  |
| **Proposed Project Duration** |   |
| **Phasing of the initiatives (Timing)** (Date Start/Finish & Phasing)- Please note any date constraints, for example, legislative requirement |  |
| **Key Quarterly Milestones (up to August 2026) - High Level**A milestone refers to a significant point or event in a project  |  |
| **Quick Wins (0-6 months)** (Note: not all projects have quick wins) |  |
| **Measures of Progress**Help to track and assess the progress made towards project goals. |  |
| **Team Members** Who do you need on your team to produce the project deliverables (outputs)? Please add in the names of the people if you know them now, otherwise add in TBC. Excluding Project Manager |
| **Role and Name** | **Responsibility (Work this person will do)** |
|  |  |
|  |  |
|  |  |
| **In Scope Focus Areas**Key areas of work  |  |
| **Out of Scope**What areas of work will not be included? |  |
| **Key Dependencies -** please refer to other UCD 2030 projects or activities and external influences i.e policy/legislation.  |  |
| **External Support Required** i.e consultancy, procurement etc |  |
| **Funding Source (if known)**1. Overall investment required by the project (indicative)
2. Additional project support costs required (indicative)
 |  |
| **Major Risks (Strategic and Operational)**A risk is an uncertain event or set of events (positive or negative) that, should it occur, will have an effect on the achievement of project objectives |  |
| **Experience & Track Record?** |   |
| **Indicative Budget** |  |

**Additional Information:**

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Comments (changes)** |
|  |  |  |  |
|  |  |  |  |