(Title of Project)

project initiation document

for an

EGI Virtual Team

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| Date: | 25/10/2012 |
| Document Status: | **Final/Draft (as required)** |
| Dissemination Level: | **Public/Internal (as required)** |
| Document Link: | **https://documents.egi.eu/document/xxxx** |

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| **Abstract**This Project Initiation Document (PID) proposes the establishment of an EGI Virtual Team (VT) to will investigate and report on xxxxxx. The VT will comprise membership from xxxxx. This activity constitutes a minor project is to last xxx months (less than 6 months) and it is envisaged that completion of the deliverables will require a level of effort of xxxx Person Months. |

1. Document Log

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| **Version** | **Date** | **Comment** | **Author/Partner** |
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1. Application area

This document is a public report produced by the members of the NNNNN EGI Virtual Team project, run under the EGI-InSPIRE NA2 virtual team framework. Further information is available at <https://wiki.egi.eu/wiki/Virtual_team>.

1. Terminology

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>.

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# MOTIVATION/Introduction/Background

The introduction should explain what the issue/problem that needs to be addressed is, the background to the project, the motivation as to why something is being done about it. Go on to explain any other relevant points, including the project mandate - **who** has directed the formation of the project, **wha**t has been defined as the project objective. **Who** is the project leader/manager, **who** are the stake holders (this is vitally important as you need to be clear on what it is that is expected of you), **who** are the recipients of the project output and **when** is this required by. Describe the formation of the project team (how why and where), the allotted resources (time, people, stuff, money etc). There could be a number of sub paras. You should also make clear that the scope of the task is realistic and that you can achieve it – as such, complete this introduction at the start of the project and re-check it periodically as you progress.

# AimS

This section should be short – it will be limited to stating exactly what the objectives of the project are to be. Ideally it will be aligned which the outcome of the project though frequently the results of a project differ significantly from what was originally intended (and that is not necessarily a bad thing). But a good project will set out with a clear idea of what it is that someone wants the project team to achieve. Note that there may be an ultimate Aim or Goal which is important to know and understand but may not be the aim of this project (eg a study to identify a cause of a disease may be a full project but the ultimate goal is to develop a cure or a prevention). If there is a series of specific deliverables, these can be detailed in an Appendix.

## sub-para

You may need to work to a revised set of Aims if after starting you realise that the originally set objectives were un-achievable with your available resources.

# Justification/Value

Why are you doing this?

# Method

What method is to be used for achieving the outcome. teleconferences? other forms of research? How will the findings be tested and validated. This section could be left till the project has actually started but it is a vital part of the plan and needs to be thought through at a very early stage.

# Required resources

Explain that you intend to run the project through use of a Virtual Team. How is the VT to be resourced and how will they work. How much effort will be required, how will this effort impact contributing organisations? – do not confuse VT participants with stakeholders. VT participants do work for the project – others don’t have to do any work for the project,

## Participants

general description of how the VT is to be made up. The full list of participants with estimated levels of effort for each individual should be in an Annex or Appendix as it is probably too much detail for this part of this document.

## Timeframe

# Reporting

The Project Manager will provide a short emailed progress report on a weekly basis. The report will be due by 17:00 on Fridays and is to contain details of:

* Work achieved that week
* Work planned for next week
* Progress against the goals in the project plan
* Issues that the virtual team leader needs help with (e.g. non-responsive partners, more resources, support from EGI.eu teams, etc.)

Monthly, the progress of the Virtual Team against the project plan will be reviewed by???? and an assessment made as to if the project is on track, has completed, is making no or insufficient progress. Depending on the result of this assessment, further action can take place - request for more resources, refinement of the project goals, or shutdown of the activity. This review will be undertaken through a telecon with the Virtual Team project manager and the NA2 task leaders.

The VT project manager will also provide a more comprehensive input for the NA2 section of the EGI InSPIRE quarterly report.

# outcomes/deliverables

What deliverables are going to be produced?

## sub-para