(Title of Project)

project initiation document

for an

EGI Virtual Team

 **https://wiki.egi.eu/wiki/ address**

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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 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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1. Application area

This document is a public report produced by the members of the NNNNN EGI Virtual Team project, run under the EGI 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 Virtual Teams need to run themselves and can choose management and meeting structure, methods and tools that are most suitable for them.
* Each Virtual Team has an entry in the EGI Wiki where - following a pre-defined template - the team must provide information about progress.
* Each Virtual Team is provided with an email list under the mailman.egi.eu domain. The Virtual Team leader(s) can subscribe and remove members.
* Virtual Teams can use the EGI Requirements Tracker, Applications Database, Indico, Training Marketplace, Helpdesk, Audio/Video conference system and other user-facing services to track issues, applications, events, organise meetings, etc.
* Virtual Teams are reported in relevant EGI-related progress reports (towards the European Commission and the general public).
* Virtual Teams will be invited and are expected to provide monthly updates to the EGI Engagement board during the board's monthly teleconferences.
* Virtual Teams will be invited and are expected to contribute to EGI Newsletters, Leaflets, Workshops or other dissemination and marketing materials and events.

# outcomes/deliverables

What deliverables are going to be produced?

Every Virtual Team is expected to produce at least one final report that follows EGI’s pre-defined template.

## sub-para