**Workforce Training Innovation Fund (WTIF)**

**Project Initiation Document (PID)**

Opportunity number here

Opportunity name here

Milestone number here

Organisation name here

Date here

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1. Project Initiation Document - PID
   1. **Project Definition**
      1. Background

*Insert the Project’s ‘Description’, ‘What this Funding is for’ and ‘Aim’ that you provided in the initial online application form here.*

*If changes have been made to the project aim, the changes and reasons for the changes should be included here. (An example of this might relate to supply chain lag or procurement $ increase from initial application to the submission of the PID post Funding Agreement execution)*

* + 1. Desired outcomes

*Insert the, ‘What this Funding is for’ from the initial online application form here.*

* + 1. Project scope

*List what is and what is not in scope for the project.*

* + 1. Constraints and assumptions

*List constraints and assumptions related to the project.*

*Constraint: consider any restrictions or limitations that the project is bound by (e.g., time and cost)*

*Assumption: An assumption is a statement that is taken to be true for the purposes of planning but may change later. Consider if there is some information being used in the project that is not yet known or decided and highlight these here. The success of this project is based on the following assumptions . . .*

* + 1. Interdependencies

*List any other actions, projects or initiatives that the project is linked to or dependent on and describe their impact on the project.*

* 1. **Project management**
     1. Governance, roles and responsibilities

*Briefly explain the governance, decision-making mechanisms and roles and responsibilities for the project (including any steering committees or project control groups).*

*The aims of a project governance structure are to:*

*: • set out lines of responsibility and accountability for delivery of the project.*

*• give the stakeholders and the Department the ability to manage their interest in the project*

*• provide a forum for issue resolution*

*• disseminate information by reporting to stakeholders so that they can effectively fulfil their roles*

*• provide a framework for project disclosures*

*<Insert info graphic of the Governance structure>.*

* + 1. Quality management approach

*Describe the techniques and standards to be applied to ensure that the project’s products and processes are of a sufficient quality throughout the project’. For example, independent quality assurance, product testing, pilots, peer review of deliverables.*

* + 1. Stakeholder engagement and communications approach

*Outline the key elements of the stakeholder engagement strategy.*

*Insert your communication and marketing strategy and plan here.*

* + 1. Risk management approach

*Describe the approach to be taken to address the risks identified, including alignment with your organisation/enterprise’s*  [*Risk Management*](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/1924/support_and_service_(corp)%252Fgovernance_and_decision_making%252Frisk_management%252Fcorporate_risk_management) *approach, application of framework, process and tools, and responsibilities for monitoring and managing the risk approach. The risk management approach must set out ratings for each risk and well thought out contingencies to counter each risk should it arise.*

*The Risk Management Plan may be included as an appendix.*

*Your Risk Management tools and tables must be included.*

* + 1. Project /Program Logic Map

*Insert a Project/ Program Logic table here or as an appendix.*

*The Project Logic must include as a minimum the following:*

1. *Strategic Priority or priorities*
2. *Inputs*
3. *Outputs*
4. *Short- and Medium-Term Outcomes*
5. Project Plan
   1. Project Plan Management

*Describe the aim and purpose of the project plan and list comprehensive contact details of the primary Project Manager contact person/s aligned to the budget line-item project management salaries.*

* + 1. Plan description

*A brief description of what the plan encompasses (i.e., project, stage, team, training delivery) and the planning approach.*

*The project stages and the output from each stage*

* + 1. Assumptions

*List the assumptions that the plan is relying on to be true or to occur.*

* + 1. Interdependencies

*Outline any interdependencies that may influence the success of the plan, including:*

* *any prerequisites/requirements that must be in place and remain in place.*
* *any dependencies outside of the project*
  + 1. Monitoring and reporting

*Detail how the plan will be monitored and reported on and by whom.*

* + 1. Budgets

*Provide the budgets for time and cost, factoring in risks and potential changes.*

* + 1. Schedule

*This may include or reference a graphical representation of a Plan as a Gantt chart and outline resource requirements by type. Include timing of training delivery in the schedule.*

*Your schedule may take a variety of forms such a MS Project Work Breakdown Tasks or Agile / waterfall approach.*

*Insert or add as an appendix as preferred.*