

# Project Initiation Document

Project name

Project objectives, key deliverables and problem to be solved (or opportunity created)

Project manager

Project investment

Financial

Human

Return on Investment

Financial

Human

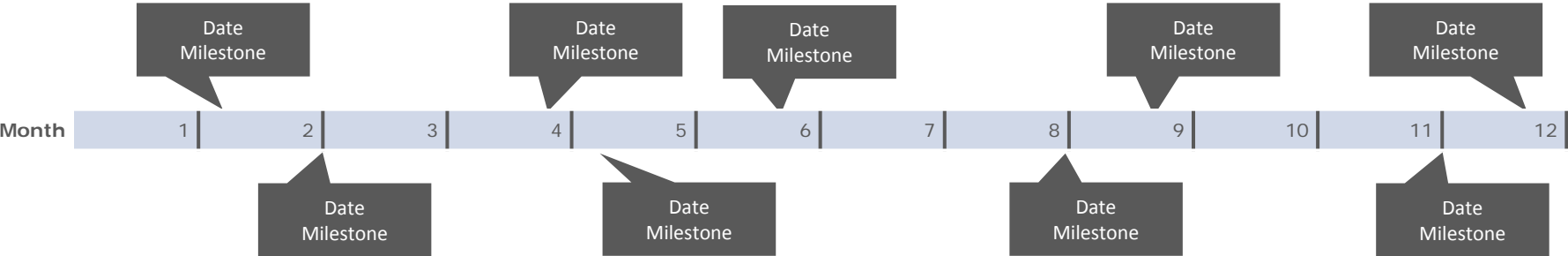
Key stakeholders

Name	R	A	C	I

Identified risks

Risk	Potential impact	Mitigation

Timeline



# Project tracking

Project name

Report date

Forthcoming milestones or key events

Milestone/event	Target	Actual	Comments

This months achievements and activities

Item

Identified risks

Risk	Impact	Mitigation

Next months goals and activities

Item	Owner	Date

Revised timeline

