

Project Identification Sheet (PIS)

Project title:	<i>What shall we call this project?</i>
Project identification number:	<i>What is the identification number within the organisation (if any)?</i>
Purpose:	<i>What should the project contribute to? What are the grounds of its implementation?</i>
Project objectives:	<i>What specific change should take place? What should the status of the addressed issues at the end of the project implementation be?</i>
Project outputs:	<i>What will specific outputs of the concerned project be? What will the project team produce (deliver)?</i>
Planned internal costs:	<i>What are the maximum permissible internal costs (person-days or CZK)?</i>
Planned external costs:	<i>What are the maximum permissible external (purchase of goods and services) costs (CZK)?</i>
Planned commencement date:	<i>When should the project start?</i>
Planned completion date:	<i>When should the project end?</i>
Main milestones:	<i>What are the main project milestones including deadlines?</i>
Project location:	<i>Where will the project be implemented? Are there any other relevant project boundaries which would be suitable to point out?</i>
Pass criteria:	<i>How will we know that the project objective has been achieved? How will we assess the project success?</i>
Approved exceptions:	<i>Are there any exceptions from the standard way of project implementation?</i>
Project commissioned by:	<i>Whose requirements/needs should be satisfied?</i>
Project sponsor:	<i>Who has the top decision-making power with regard to the project?</i>
Other steering committee members:	<i>Who else is a member of the project steering committee?</i>
Project manager:	<i>Who will be the project manager?</i>
Project management team:	<i>Who are the members of the project management team? Who will plan and manage the project together with the manager?</i>

Project Approval	
<i>Approved on: DD/MM/YYYY</i>	
<i>Approver</i>	<i>Signature</i>
First name, last name, position	