Project Initiation Document (PID)

*Section A*

**Knowledge Development**

***including guidance notes***

* This document applies to the Knowledge Title named above and referenced below.
* This document is to aid knowledge generation; it is not to log projects external to the IAM for IAM validation.
* This document is intended to **capture the needs** of an individual, group or other entity for the IAM to consider how it does already or can meet them.
* Please complete all asterisk (\*) fields.

|  |
| --- |
| **Details about you** |
| **\*Proposal Title:** |  |
| **\*Name:** |  |
| **\*Submission Date:** |  |
| **\*Your company:** |  |
| **\*Address:** |  |
| **\*Contact Number:** |  |
| **\*Email address:** |  |
|  |  |
| KLG Owner: |  |
| Revision Date: |  |
| KDP Identifier: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KLG Review Comments** | **Owner** | **Date** | **Status** |
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Submitting a project proposal to the

IAM Knowledge Liaison Group

## Introduction

This Project Initiation Document (PID) should be submitted to the Knowledge Liaison Group (KLG). The KLG produces and steers the IAM Knowledge Development Plan in which is a rolling 3-year plan providing: (a) a list of prioritised and approved projects for knowledge development, and (b) a list of identified knowledge ‘needs’ which are waiting to be approved and resourced. Submissions are reviewed periodically against IAM’s knowledge policy and strategy; and included in the Knowledge Development Plan with a defined priority.

When submitting a PID it should include all of the information sought within this document to ensure the KLG can fully consider and evaluate the proposal.

## How to submit this form

* Save a completed version of this document as a PDF.
* Please use the following naming convention:

IAM KLG PID [TITLE] [DD/MM/YY] vx.x

e.g.

KLG PID New Project 01-01.-017 v0.1

* Email your submission to technical@theIAM.org

## Review process after submission

* Acknowledgement of receipt of proposal
* Submission discussed at KLG review meeting
	+ KLG may request further details from proposer if applicable
* Outcome logged with IAM Centre
* Applicant informed of PID submission outcome, or next actions if required.
* Project initiated and delivered as planned.

What is the status of the current Knowledge in this area?

**Based on your understanding, is there a need for The IAM to; (Please tick)**

[ ]  create new knowledge to address an identified need

[ ]  updated or enhance existing knowledge

[ ]  produce new thinking that’s replacing current thinking (completely new approach / idea)

[ ]  demonstrate or present application of existing knowledge to a new area, problem or industry domain

[ ]  Other…

Please state in the box below:

**Based on your current understanding, what are the inputs The IAM should consider; (Please tick)**

|  |  |
| --- | --- |
| **Knowledge input / collection format;** |  |
|  |  |
| **Format** | **Example** |
| [ ]  Event / Deductions | – *Workshop, Seminar* |
| [ ]  Printed / Formal | *– Green Paper, 3rd Party donation* |
| [ ]  Media / Poll / Social | *– Survey, Video, Online, Forum* |
| [ ]  Assessed  | *– Case Studies* |
| [ ]  Expert Group / Specified Group  | *– Experts, Community* |
| [ ]  Other:  |

Proposal

Please give an overview of the ***scope*** *of specific knowledge.*

Areas for consideration

**Is there a demand?**This section must briefly summarise the need for such a project and the identified demand for this. “A real world justification”.

**Who are the target users?**

This section should identify the type of users the knowledge is targeted at, for example: people new to Asset Management or city roads sector.

**What skills would a project team require?**

If known, please indicate what type of knowledge, and experience the project lead and participants should have. For example, Project Lead should be a subject expert within [applicable subjects], participants should be practitioners of [applicable subjects].

**Is funding or resource required?**

For any given Project a certain level of financial investment / costs may need to be incurred. Please state if there are any specific costs or resources required by the project. (This doesn't need to include travel; room hire etc.). For example, *paid access to data or library. OR IAM Office assistance to…*

**Will revenue be generated by the expected output?**

|  |  |
| --- | --- |
| [ ]  Yes. | [ ]  No or unknown |

Knowledge Accessibility and Classification

**Region, Sector and Language.**

Should the output consider presentation to different regions and sectors and in different languages? If so, please offer details below.

**Knowledge Contributors**

The project team may engage the wider IAM membership or externally to seek inputs to the knowledge. For example; the project team may circulate a questionnaire to the contributors*.*

**Identify the Level of Knowledge and experience required of the contributors**? (Please tick)

[ ]  Beginner– *introduction to knowledge*
[ ]  Intermediate– *practical guide to how knowledge is implemented*
[ ]  Expert– *Advanced knowledge*

[ ]  Mixed – *Combination of above specifically, a balance.*

[ ]  Representative – of the target audience

**The Knowledge is intended to support:** (Please tick)

[ ]  Organisational Learning Journey
[ ]  Individual Learning Journey

[ ]  Both

**Learning level the Knowledge is aimed at?** (Please tick)

[ ]  Learning & Developing - Beginner Level
[ ]  Applying & Maturing - Intermediate Level
[ ]  Mastering & Excelling - Expert Level

[ ]  All

Knowledge Areas and Subjects

**Asset Management Landscape Knowledge Groups and Subjects**

Please list the subjects\* covered within the scope of the work defined in this proposal.

These should be based on the 39 topics within the ***Asset Management - an Anatomy*** *(\*If all – please state all).*

For example: *Area* - *Strategy & Planning, Subject - Demand Analysis.*

**Anatomy Landscape area(s)**

**Anatomy topic(s)**

Thank you for completing the **Knowledge Development Document**

**Please save and submit as advised above**

*Pages 9 to 12 do not need to be completed at this stage – they apply to subsequent stages of Knowledge Development.*

*Section B*

**Project Initiation and Management**

|  |  |  |
| --- | --- | --- |
| **Project Name** |  |  |
|  |  |
| **Project Start Date** |  |  |
| **Project Finish Date** |  |  |
|  |  |
| **Knowledge Reference No.** |  |
| **Project Reference No.** |  |
| **IAM Project Sponsor** |  |
| **Project Type** |  |
|  |
| **Scope** |
|  |
| **Terms of Reference** |
|  |
| **Project Director** |  |
| **Project Manager** |  |
|  |
| Project Member 1 | *Name* |  |
| *Role* | *Secretariat*  |
| Project Member 2 | *Name* |  |
| *Role* |  |
| Project Member 3 | *Name* |  |
| *Role* |  |
| Project Member 4 | *Name* |  |
| *Role* |  |
| Project Member 5 | *Name* |  |
| *Role* |  |
| Project Member 6 | *Name* |  |
| *Role* |  |
| Project Member 7 | *Name* |  |
| *Role* |  |
| Project Member 8 | *Name* |  |
| *Role* |  |
| Project Member 9 | *Name* |  |
| *Role* |  |
| Project Member 10 | *Name* |  |
| *Role* |  |
|  |
| **Prerequisites**  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
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| **Deliverables** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
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| **Timeline and Milestones** |
|  |
| **Accessibility** |  |