Project Initiation Document (PID)

Synthesis Project (GEO1101)

TEMPLATE

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## Introduction

## Problem definition

In this chapter the problem that will be addressed in the project is summarised and research questions, and research methodology presented.

### Project summary

Provide a summary of the project.

### Research question(s)/ hypotheses/ challenges

List the research questions/ hypothesis and/ or challenges the project is going to tackle.

### Research methodology and approach

Describe here how are you going to answer the research question.

### Scoping/ Managing expectations: MoSCoW

Discuss in your group what is definitely within the scope of the project (Must be addressed), what is absolutely out of scope (Won’t be addressed) and what aspects of the problem should or could be addressed.

Must

Should

Could

Won’t

### Research limitations

Summarise here the limitations of the research.

### List of needs

List here what you will need to successfully perform the research (e.g., sensors, equipment, data, software, hardware) and a proposal who should provide these materials.

### Overview of relevant theory / concepts

Provide an overview of and summarise the theory that you will use in your research project.

## Project organisation

### Competences, experience and complementarity of the participants

**3.1.1 Team members**

Name 1, affiliation, brief educational/ professional background.

Name 2, affiliation, brief educational/ professional background.

etc

**3.1.2 Supervisory team**

Name 1, affiliation, brief educational/ professional background.

Name 2, affiliation, brief educational/ professional background.

Etc

### Responsibilities within the project

Major contribution and responsibilities of each team member to the project (e.g., data collection, software development, project management, data analysis, reporting).

|  |  |  |
| --- | --- | --- |
| **Role** | **Task** | **Team member** |
| Coordinator |  |  |
| Data manager |  |  |
| Technical manager |  |  |
| etc |  |  |

Major contribution and responsibilities of each supervisor to the project.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name supervisor** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The action of the project can also be divided into Work Packages (see Table 1.1). The Work Packages reflect the research objectives.

**Table 1: Work Package (WP) List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP No.** | **WP Title** | **Lead team member** | **Start Month** | **End Month** | **Activity Type** | **Team members involved** |
| 1 | Literature review | 1 | 6 | 36 | Training | All |
| 2 | Data collection | 4 | 6 | 42 | Research | 1-4 |
| 3 | Coding | 6 | 6 | 42 | Research | 3,5 |
| 4 | Prototype development | 3 | 6 | 42 | Research | 1,2,5 |
| 5 | Business plan development | 5 | 6 | 42 | Research | All |
| 6 | Communication and Dissemination | 2 | 1 | 48 | Dissemination | All |
| 7 | Management and coordination | 1 | 1 | 48 | Management | All |

### Project Team Meetings

Detail the meetings you will have:

* Group meetings: every day/week
* Meetings with all supervisors: date X, time Y.
* Meetings with TU Delft supervisors: date X, time Y.
* Meetings with external client: date X, time Y.

### Management structures and procedures, including quality management and risk management[[1]](#footnote-1)

A typical structure is a Steering Committee (SC) as the primary decision making body where all stakeholders are equally represented and a Project management team that is responsible for the execution of the project. The Project Coordinator (PC) will chair the Project management team and the Steering Committee.

Decisions: The SC takes its decisions by simple majority. In case of deadlock the PC shall have a casting vote.

Other aspects included in the project initiation document are:

* Financial management strategy
* Strategy for dealing with scientific misconduct
* Progress monitoring and evaluation of individual parts of the project
* Intellectual Property Rights (IPR)
* Gender aspects
* Ethics including data protection

### Dissemination and communication

* Dissemination of the research results
* Exploitation of results and intellectual property
* Proposed measures to communicate the activities to different target audiences

### Deliverables

Provide a list of the deliverables of the project.

**Table Deliverable list**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Deliverable Title** | **WP** | **Lead Team Member** | **Dissemination level** | **Due date** |
| D1 | PID | WP |  | Private |  |
| D2 | Midterm presentation | WP |  | Private |  |
| D3 | Final report | WP |  | Public |  |
| D4 | Presentation | WP |  | Public |  |

### Gantt chart

In the Gantt chart you present the planning of the project. Deadlines of deliverables are highlighted.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Week number** | | | | |  |  |  |  |  |  |  |  |
|  |  | **Lead team member** | **36** | **37** | **38** | **39** | **40** | **41** | **42** | **43** | **44** | **45** | **46** | **47** |  |
| **Work Package (WP) / Deliverable (D)/ Task (T)** | | | | | |  |  |  |  |  |  |  |  |  |  |
| **WP1** | **Literature review** | **BVL** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.1 | Data modelling literature | HL |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.2 | Data governance | EV |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2** | **Data collection** | **EV** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.1 | LiDAR data | HL |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.2 | Other data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3** | **Coding** | **HL** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3.1 | Coding 1 | EV |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3.2 | Coding 2 | BVL |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP4** | **Dissemination and communication** | **BVL** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D4.1 | Reporting | HL |  |  |  |  |  |  |  |  | 4-nov | 10-nov |  |  |  |
| T4.2 | Meetings | EV |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP5** | **Management and Coordination** | **EV** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Coordination | HL |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Deliverables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. This section is typical for a PID. However, for GEO1101 (the topics in) this section does NOT need to be covered. [↑](#footnote-ref-1)