

# Project Identification Sheet (PIS)

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## What is the Project identification sheet and what is its purpose

It is a document which includes **the most important information about the project and defines the basic organisation structure**. It serves as a certain "anchor" defining limits of the budget, time schedule and required project results which cannot be exceeded.

It has a dual importance for the project manager: The identification sheet defines the assigned task and hence the responsibility for the project; at the same time it authorises the project manager to devote their time to the concerned project and to reasonably assign work to members of the project management team.

All subsequent steps of project preparation and implementation are based on the Project identification sheet (PIS). Should any change exceeding the limits specified in the PIS occur, it is a very important change in the project.

## When is the document prepared

When a decision is made to actually implement any project plans, it is necessary to launch the project correctly. PIS preparation and approval is usually the first step. The first project management phase, the launch, starts with approval of this document

## Who participates in the preparation process

The document is always approved by a member of the top management whose competency is to launch projects. **A member of the preparatory project team is usually delegated** to compile the document.

## When is the document used

The PIS is used in **all phases of project management**.

## Process of preparing the document

The document is prepared according to the **project purpose** and other additional documents if required.

- First, the project is marked with relevant **identification features**. The main factual parameters of the project are summed up. It is possible that some of the data might differ from the data in the project purpose as more detail will be included.
- Clear **limits of the costs and of the time schedule** are set, main **milestones** should be defined including deadlines. Other relevant aspects (locations, etc.) are added to the information if required. The pass criteria of the concerned project to be met by the Project manager form an important part thereof.
- **Basic roles for the project** are defined (see Project Organisation Structure).
- At the end of the table there is a space for additional information, in particular **for approval of the document** by an authorised person.

## Example of a completed form

Project name	Development of student language skills
Project identification number:	OPXY/XX/10/XX
Purpose:	To improve graduate skills; To increase the number of students interested in studying at our school;
Project objectives:	The language skills of our students will have increased by the end of XY.
Project outputs:	1) A multi-media language classroom has been built 2) 3 stays abroad for 20 students have taken place 3) Internships abroad for 10 teachers have taken place 4) Preparatory courses for certification exams for 60 students have taken place 5) 4 language modules for teachers have taken place
Planned internal costs:	170 person-days
Planned external costs:	CZK 12,500,000.00
Planned commencement date:	October X
Planned completion date:	June Y
Main milestones:	November X – classroom design approved December X – classroom finished January Y – language modules for teachers have taken place March Y – internships for teachers have taken place April Y – stays abroad for students have taken place May Y – preparatory courses for students have taken place
Project location:	The classroom will be located in the attic of our main building. The English internship will take place at the First Bristol High School. The German internship will take place at the BundesSchuleNürnberg
Pass criteria:	<ul style="list-style-type: none"> <li>50% of the students in question will have reached at least the B1 level in June/Y pursuant to the reference framework for English and German</li> <li>The budget has not been exceeded</li> <li>The time schedule has been met</li> </ul>
Approved exceptions:	None
Project commissioned by:	Head of School development committee – Mgr. Skoupá
Project sponsor:	Deputy headmaster – RNDr. Poználek
Other steering committee members:	Mgr. Kudrna – Head of the English department Mgr. Kreuz – Head of the German department Competent representatives of the suppliers of procured solutions (when they are known)
Project manager:	Mgr. Němec
Project management team:	Ing. Novák, Mgr. Vopršálek, PhDr. Musilová

<b>Project approval</b>	
<i>Approved on: 14/05/X</i>	
<i>Approver</i>	<i>Signature</i>
RNDr. Jaroslav Příkladný, headmaster	

