# **Project Initiation Form**

The ISA Research Project Manager (RPM) completes this form based on information obtained during the intake process and then discusses it with the Project Sponsor and Faculty Lead. The RPM should update this form if/when there are significant project changes. For purposes of this form, the “project” is defined as what the RPM is being assigned to do. This may or may not be the same as the associated project of the Faculty Lead.

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| --- | --- |
| **1. Date** |  |
| **2. Project Sponsor** |  |
| **3. RPM Name** |  |
| **4. RPM Start and End Dates** |  |
| **5. RPM Level of Effort**  (Annual Average FTE)[[1]](#footnote-1) |  |
| **6. Is the RPM’s time cost-recoverable?** |  |
| **7. Project Title** |  |
| **8. Faculty Lead, if applicable** |  |
| **9. What is the project scope for the RPM?[[2]](#footnote-2)** | |
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| **10. What are the desired end results of the RPM’s involvement in the project?** | |
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| **11. Will the VPRI office provide any particular resources (i.e. budget, staff support, etc.)? Provide details.** | |
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| **12. Are there any critical deadlines or milestones the RPM should be aware of? Any periods of time with concentrated activity?** | |
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| **13. Are there any significant risks to SFU in relation to this project? Are there specific challenges or constraints that could further impact these risks?** | |
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| **14. Who needs to remain apprised of project progress? What is their preferred communication channel and frequency?** | |
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| **15. Is the RPM’s project part of a greater project that others are working on? If so, what is the greater project? Who else is working on aspects of the greater project? What is the budget of the overall project?** | |
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| **16. – For Change Requests Only – Why is this change request necessary? What are the general impacts of this change request?** | |
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**Date discussed with Project Sponsor:** \_\_\_\_\_\_\_\_\_\_\_ **Date discussed with the Faculty Lead:** \_\_\_\_\_\_\_\_\_\_\_

*The RPM should save a copy of this completed form to the project’s folder on the ISA drive. If applicable, please update the RPM database with the revised data.*

1. The RPMs FTE amount is an annual average as their time on the project may vary throughout the year based on the project’s timelines and the RPM’s other project commitments. [↑](#footnote-ref-1)
2. If the scope is unable to be completed within the assigned annual average FTE, then the scope may need to be re-evaluated. [↑](#footnote-ref-2)