**FIP Project Initiation Document (PID) Template** [[1]](#footnote-2)

*Please note:* *sections of the form shaded in pink are intended for FIP Staff*

***Version: 2021.***

***This Document is supported by the FIP Project Planning and Management (PPM) Toolkit***

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| **PART A: REFERENCE INFORMATION** | | |
| **Project title** | |  |
| **Alignment with FIP any of 6 strategic imperative**  **(FIP Strategic Plan 2019-2024)** | | *Strategic Outcome #1*  *Strategic Outcome #2*  *Strategic Outcome #3*  *Strategic Outcome #4*  *Strategic Outcome #5*  *Strategic Outcome #6*  **Ref: Strategic Plan available on the FIP website: https://www.fip.org/files/content/about/vision-mission/FIP-strategic-plan-2019-2024.pdf** |
| **PID author(s) & affiliations** | |  |
| **Date & version** | |  |
| **PART B: PROJECT DEFINITION** | | |
| **Background & rationale** | *Briefly outline the context of the project, and why is the work needed? Including the idea or problem and discuss why this project is relevant and timely.* | |
| **Project Aim** | *Describe, in one sentence, the desired result or main aim of this project.* | |
| **Project Objectives** | *List the objectives of the project (limit to 3-5 SMART objectives, objectives that are Specific, Measurable, Attainable, Relevant, and Timely).* | |

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| **Alignment with other goals (e.g. DGs, SDGs, WHO Programme of Work etc)** | ***Alignment of the project with other goals and strategies including DGs:***  *Tick the primary DG from the list below which best aligns with this project:*   |  |  | | --- | --- | | DG1 | DG11 | | DG2 | DG12 | | DG3 | DG13 | | DG4 | DG14 | | DG5 | DG15 | | DG6 | DG16 | | DG7 | DG17 | | DG8 | DG18 | | DG9 | DG19 | | DG10 | DG20 | |  | DG21 |   *Tick two secondary DGs from the list below which best aligns with this project:*   |  |  | | --- | --- | | DG1 | DG11 | | DG2 | DG12 | | DG3 | DG13 | | DG4 | DG14 | | DG5 | DG15 | | DG6 | DG16 | | DG7 | DG17 | | DG8 | DG18 | | DG9 | DG19 | | DG10 | DG20 | |  | DG21 |   **Look up the FIP Development Goals here:** [**http://www.fip.org/fip-development-goals**](http://www.fip.org/fip-development-goals) |
| **Project partners & collaborators** | *List internal or external groups, organisations, Member Organisations, or institutions are proposed to be involved in this project. You may refer to Annex 1 for a list of potential internal and external collaborators to consider.* |
| **Key deliverables** | *List the key deliverable(s) of this project.*  *Example: Development/training deliverables:*  *Online course via FIPx*  *Face-to-Face course*  *NOT applicable*  *Example: products and publications*  **Ref: Glossary terminology FIP products\_2021.docx** |
| **Projected start and end quarter/year** | *Start: quarter/year*  *End: quarter/year* |

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| **PART C: PROJECT REFINEMENT** | |
| **Project Scope** | *Describe the scope of the project, [including what will NOT be covered]* |
| **Dependencies and interfaces** | *Identify what needs to be in place for the project to start or whether other work is dependent on this project.*  *Also describe interfaces with other programmes (internal or external).*  *This will help reduce duplication and increase efficiency as we align activities and deliverables over the year.* |
| **Assumptions** | *Identify any assumptions that have been / will be made during the project.*  *Assumptions are things that are held to be true and expected to occur during the life cycle of the project.* |
| **Constraints** | *Identify any known constraints for the project or factors that are limiting to the project.* |
| **Known Risks and Issues** | *Describe what are known to be current risks or issues. The Project Manager should refer to the FIP risk register for alignment.*  Finances  Membership  Congress & Conferences  IT & website  Staff & Resources  Building & Infrastructure |

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| **PART D: BUDGET & BUSINESS CASE** | |
| **Estimated Budget** | *Please indicate the estimated budget if known. If not known yet, please specify details.* |
| **Budget Status** | *Please specify the status of the budget and the source (code, sponsor)*  *Budget allocated by FIP structure*  *Budget allocated by FIP main budget*  *Externally funded*  *Funding to be sought*  *Non-budget item* |
| **Business case, if applicable** | *If applicable, outline the case for funding and the return on investment to FIP.*  *The case forms the value proposition describing the expected financial benefits of this project – if applicable.*  *This section can be used for decision making by CEO / ExCo and Bureau for investment, use of reserves or for deployment of staff resource on new priorities.* |

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| **PART E: PROJECT TEAM**  *Please refer to ‘1.2 Initiation of the Project Team’ for a more thorough description of roles and responsibilities*  *RACI is associated with identified tasks and outcomes (Responsible, Accountable, Consulted, Informed).*  *For each of the below, please provide a full name and affiliations.* | | |
| **CORE TEAM (MANDATORY)** | | *RACI is associated with identified tasks and outcomes (Responsible, Accountable, Consulted, Informed).* |
| **Executive Sponsor**  **[eg: Bureau member / CEO]** |  |  |
| **Project Chair**  ***[eg: President or chair of Section / SIG / Hub lead]*** |  |  |
| **Project Manager**  ***[eg: the manager from the section / SIG / Hub lead]*** |  |  |
| **FIP Team (Staff)**  **[Defined roles/ contributions: for example: Advisor, Observer, Co-author]** |  |  |
| **Student Volunteer(s) & Interns**  ***[clarify who is supporting this person- staff or volunteers]*** |  |  |
| **EXTENDED TEAM (OPTIONAL)**  IT Support, Statistician, Designer, Etc. | | *RACI is associated with identified tasks and outcomes (Responsible, Accountable, Consulted, Informed).* |
| **Project Contributor(s)**  **Or**  **Advisor(s)** |  |  |

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| **PART F: INITIAL PROJECT PLAN**  *Set out the initial project schedule.*  *This will align with the quarterly plan / reporting to avoid duplication.*  *This must include:*   * *the major stages of the project, with timings* * *major milestones against which project progress will be monitored* * *breakdown of high-level budget with reference to the stages/milestones (if applicable)* | | | | | |
| **Project stage** | **Activities and deliverables** | | ***Start date*** | ***End date*** | ***Budget*** |
| **1. Needs analysis** |  | |  | *-* | *-* |
| **2. Design** |  | |  |  |  |
| **3. Development** |  | |  |  |  |
| *Further rows can be completed dependent on implementation plans, evaluation plans, impact.* |  | |  |  |  |
| **Part G: PROVISION Checklist *(if applicable)*** | | | | | |
| **Project title**  **(ID: year/version)** | |  | | | |
| **Logged in the project database** | | *yes*  *no* | | | |
| **Please indicate which field(s) of work this is relevant to**  **[tick all if this is a ONE FIP initiative]** | | *Education and workforce*  *Science*  *Practice* | | | |
| **FIP Provision Platform** | | *Digital Provision Platform (FIPx) [****CONSULT FIP online course Guide]***  *Face-to-Face Provision* | | | |
| **Provision approval obtained** | | *yes*  *no* | | | |

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| **Project/ Course designer/developer**  ***Please list all the names & affiliations*** | *If different from team members listed in Part E, please list all other names.*  *Please specify if any of the team members are non-FIP members due to ineligibility.* |
| **Expected outcomes** | *Please describe the expected outcomes for individuals participating in the course.* |

**Annex 1. List of potential partners and collaborators:**

FIP BPP

Academic Pharmacy Section

Clinical Biology Section

Community Pharmacy Section

Health and Medicines Information Section

Hospital Pharmacy Section

Industrial Pharmacy Section

Military and Emergency Pharmacy Section

Social and Administrative Pharmacy Section

FIP BPS

SIG on Biotechnology

SIG on Natural Products

SIG on Drug Design and Discovery

SIG on Analytical Sciences and Pharmaceutical Quality

SIG on PK/PD and Systems Pharmacology

SIG on Formulation Design and Pharmaceutical Technology

SIG on Pharmacy Practice Research

SIG on Translational Research & Individualized Medicines

SIG on Regulatory Sciences

FIP*Ed*

Academic Institutional Membership (AIM)

Workforce Development Hub (formerly EDT)

UNITWIN

PHARMACADEMY

Young Pharmacists Group

Regional Pharmaceutical Forums

African Pharmaceutical Forum

Pharmaceutical Forum of the Americas

Eastern Mediterranean Regional Pharmaceutical Forum

Southeast Asian Regional Pharmaceutical Forum

Western Pacific Pharmaceutical Forum

FIP Expert Group on Ethics

FIP Technology Forum

FIP AMR Commission

FIP Data and Intelligence Commission

External:

Academic institutions (indicate if AIM Member)

World Health Organisation, UN, UNESCO

International Pharmaceutical Students Federation

FIP Member or Observer Organizations

Disease-specific groups/societies

Other professional bodies/associations

**Annex 2- Descriptions of roles and responsibilities**

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| ***Title*** | ***Role description*** | ***Requirements*** | ***Reports to*** | ***Main Responsibilities[[2]](#footnote-3)*** |
| **Executive Sponsor** | Oversight of the project alongside the project database and alignment with FIP strategy, DGs and vision.  The Executive Sponsor comes from the body or group within FIP that initiates and delivers the project. | CEO / Bureau member  Normally, only one Executive Sponsor per project. | Project Executive Leadership | Ultimate accountability and oversight of project  Provide support from project concept to project initiation  Provides updates against plans  Advocacy and support of project at FIP Leadership level  Assess PID and plans |
| **Project Chair** | The Project Chair is responsible for the delivery of the project. | For volunteer-led project, normally this should be a president / lead of a section / SIG/ Hub etc  For HQ-led project, this should be the CEO.  Recommend, normally, only one Project Chair per project. | Executive Sponsor and FIP CEO | Agreeing responsibilities with Team Members  Ensuring the delivery of the content  Responsible for decisions on the content and resolving technical issues  Reporting project progress and delivery  Ensuring the delivery and communication of project outcomes |

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| **Project Manager** | The Project Manager manages the delivery ad agreed outcomes of the project  Normally, one Project Manager is assigned per project. | For volunteer led project, this is the lead FIP officer / volunteer in the area.  For HQ led projects, this is the programme lead for the subject area. | FIP CEO  Project Chair  Executive Sponsor | Managing project progress and quarterly reporting process which includes:   1. Tracking deliverables and outcomes 2. Maintaining an oversight of project progress 3. Coordinate and be present at team meetings 4. Managing Decision Logs with Project Chair 5. Coordinate student volunteers & interns 6. Manage project resources |
| **Team Member(s)** | Team Members are drawn in order to provide content to the project, deliver elements of the projects or advise on the project with the technical expertise from their expert areas.  In order to convene the most appropriate team for each project, the following will be considered:   1. Team Member to be recruited based on credibility and evidence as an expert in the field (approved by the Executive Sponsor) 2. Team Member to be recruited on a needs-based approach (i.e. at specific times for communication and dissemination) 3. Non-members may be recruited for advisory purposes only (See Extended Team Roles)   Similarities to Member of a Working Group | **Team Member(s)** | Team Members are drawn in order to provide content to the project, deliver elements of the projects or advise on the project with the technical expertise from their expert areas.  In order to convene the most appropriate team for each project, the following will be considered:   1. Team Member to be recruited based on credibility and evidence as an expert in the field (approved by the Executive Sponsor) 2. Team Member to be recruited on a needs-based approach (i.e. at specific times for communication and dissemination) 3. Non-members may be recruited for advisory purposes only (See Extended Team Roles)   Similarities to Member of a Working Group | **Team Member(s)** |
| **FIP Staff** | FIP Staff member (s) participate in the project in any of the following roles:  Advisory  Observatory input  Overview  FIP staff are only engaged in Management if it is a HQ project |  | FIP CEO  Project Chair  Executive Sponsor |  |
| **Student Volunteer(s) & Interns** |  |  |  |  |

**1.2.2 Extended Team**

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| ***Title*** | ***Role*** | ***Responsibilities*** |
| **Project Contributors and Advisors** | Recruited as needed to provide expert input, consultation, engagement, MOs by Sponsor or Project Chair and can be suggested by any Member of the Core Team  Accountable to Project Manager | As agreed on recruitment to the project Extended Team:   1. Deliver tasks 2. Provide expertise, input and advice 3. Advocate for the project 4. Assist with dissemination |
| **FIP staff members** | In exceptional circumstances, there may be a need for direct staff support or management and, in these instances, this will be approved by the CEO. |  |
| **Student**  **Volunteers and Interns[[3]](#footnote-4)** | Recruited as needed, based on a case-by-case approval  Accountable to Project Chair and Project Manager | As agreed on recruitment to the project Extended Team to deliver tasks assigned to them to support project delivery |
| **Further support as needed** | IT Support, Statistician, Designer, Etc. | As agreed on recruitment to the project Extended Team:  Deliver tasks assigned to them to support project delivery |

1. The Project Initiation Document is available as a separate, editable Word document. [↑](#footnote-ref-2)
2. These are not exhaustive. [↑](#footnote-ref-3)
3. *All student volunteers & interns will be provided with a letter of contribution prepared & signed by the Project Manager but logged with FIP HQ.*

   *The FIP template for intern letter of contribution may be used.*  [↑](#footnote-ref-4)