



This Project Identification & Purpose Document (PIP)

Project Identification/Purpose Document

1. Introduction

Purpose:

Provide a brief explanation to justify the project. Identify and label the needs of the project in focus. Address benefits of project completion and justifications for committing to the project.

Example:

This document will define the vision, scope, stakeholders, and background surrounding the “File Distribution Network” project. This will provide all developers, clients, and day-to-day users with a clear understanding of the project initiative.

Background:

Provide a list of events or justifications that lead to the project being created.

Example:

With the recent increase in workforce, multiple new departments have been created with specific regulations for file access and information sharing. The organization requires a new file distribution network to adhere to the different privileges set by each department and provide reasonable speeds in file transfer.

2. Vision Statement

Define the long-term goal of a project in a brief statement.

Example:

Create a seamless file transfer system that can ensure information integrity and confidentiality.



3. Business Objectives

List the business or clients' goals that the project aims to achieve.

Example:

- Provide privileged access to urgent files with fast delivery speeds.
- Minimalize access to restricted files to only the correct individuals and departments.
- Improve client and stakeholder trust with protected files.

4. Scope

4.1 In-Scope

Specify what the project will cover.

Example:

- Online browsing and search functionality
- Secure payment gateway integration
- User account management
- Real-time inventory tracking

4.2 Out-of-Scope

Clarify what is *not* included.

Example:

- In-person sales or store management
- Logistics or delivery services outside the existing supply chain

5. Stakeholders

List all key stakeholders and their roles.



Example:

Stakeholder	Role	Responsibility
End User	Day-to-Day User	Provide User Feedback for Testing
Department Lead	Permissions Management	Provides Context on Role Based Access
Development Team	Develops the system	Implementation of Requirements and Testing

6. Constraints and Assumptions

List limitations and assumed conditions.

Example:

Constraints:

- Must comply with data privacy laws
- Must be developed using existing infrastructure

Assumptions:

- Other modules will remain stable
- Users will have reliable internet access

7. Success Criteria

Define how project success will be measured.

Example:

- System is launched on schedule and within budget
- Performs with 99.5% uptime
- Meets user satisfaction targets



8. References

List related documents or standards.

Example:

- Software Requirements Specification
- User Stories

- Business Use Case Document