

Section	Information required
Project details	Identify the project title; project sponsor, client and manager; planned start and completion dates; and estimated cost. HINT: All of the information will be in the PID apart from the cost estimate, get this from your PID
Document details	Record the PID version. For each revision, give the version number, a summary of changes, the author and the date. The first issue is version 1. HINT: You will always be able to put version 1, N/A and your name and exam date for this table, you can leave the remaining sections blank
Approvals	Name each stakeholder who approved the PID and state their role. Record the version approved and the approval date. HINT: Typically approvals will ONLY be people above you (e.g. Project Sponsor and Client if they're separate people). If your company is separate to theirs in the organizational structure, then your boss may be needed too
Distribution	Record who received the PID, their role and the date of issue. State the version issued so it is clear who holds the current version. HINT: Distribution is wider than approvals so think about distributing it to senior engineers / developers who are in charge of people below them
Project Management and Control	Use one of the important standards (Either ISO/IEC 25010:2011 for software development or W3C Standards for web development) but only if applicable to your scenario, you do not need to list independent items within it. Also talk about using waterfall SDLC and the benefits that gives you.
Purpose of the PID	Summarise the project aims and requirements for quick reference. Identify the project management and control techniques to be used and explain how they will be applied. HINT: Project aims can be copied and pasted from the exam paper, usually under the section that is labelled 'Information'
Objectives and scope	Set measurable SMART objectives, success criteria and target dates. State clearly what work is included in the project and what is excluded. HINT: Copy / Paste the function point tasks, add a comment and date from your gantt chart afterwards. For your scope, include ALL elements required to be updated / replaced / developed and write a comment about reducing scope creep.
Business case	Set out the business case for the project, including the need for it and its expected benefits. HINT: Copy and paste this section also from the PID, the section underneath the heading 'Information' but also include timescales (Start / end dates) and budget.

Section	Information required
Assumptions and constraints	Identify the assumptions used when planning and the constraints that limit delivery. Explain how relevant assumptions will be checked and how constraints affect the project. HINT: Assumptions can be expected benefits that the client has spoke about, think about adding comments (e.g. is a benefit improved employee wellbeing, say a survey went round asking before and asking after the project). For constraints, use the scenario, do you need access to a building? Is there a limited timescale and budget?
Risk management strategy	Identify possible risks, their effect on the project and a contingency for each. Assess probability, impact and severity. Risk effects may be described as catastrophic, critical, marginal or negligible. HINT: Use a 5x5 risk matrix (Score Probability 1-5 and Impact 1-5) and multiply them to get a severity rating out of 25. Pearson love this compared to low, medium and high.
Deliverables	List the project deliverables by item and component. Give a clear, full description of each. HINT: List all items, physical or not for this, it could be the installation of items, training, a fully working system, network upgrade, etc.