Data for Children Collaborative
WITH UNICEF

Project Initiation Document

THE UNIVERSITY of EDINBURGH

DDI Data-Driven Innovation
Part of the Edinburgh & South East Scotland City Region Deal

THE UNIVERSITY of EDINBURGH

unicef for every child

Scottish Government
Riaghaltas na h-Alba
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Our **P**roject **I**nitiation **D**ocument (PID) works as a guide to highlight important information about your project, such as financing, data sourcing and risk management. We have split out our form into key sections that project teams will be able to reference throughout the project lifecycle.

1.   PROJECT SUMMARY

Project Title:

Project Details:
[Briefly explain the project background, scope, geography, objectives and outputs.]

Delivery Timeframe:

2.   PROJECT TEAM

Project Lead:

Project Team:

Customer / End User:

Key Stakeholders:

3.   ROLES & RESPONSIBILITIES

The University of Edinburgh will fulfil the following tasks:

Scottish Government will fulfil the following tasks:

UNICEF will fulfil the following tasks:

[THIRD PARTIES] will fulfil the following tasks:

Data for Children Collaborative will fulfil the following tasks:
Funding sourcing, facilitation, collaborative tooling provision, coordination of Responsible Innovation controls, stakeholder management, risk and issue escalation.

4. EXPECTED IMPACTS

[Briefly describe how the project will deliver insights that will have a positive impact on children. Please list the outputs of this project as well as any economic and social impacts that may arise as a result of the project.]

5. FINANCE SUMMARY (PLEASE SEE SEPARATE FULL BUDGET TEMPLATE)

[Summarise the budget requirements, following completion of our detailed budget template, which includes full economic costing and operating costs.]

6. METHODOLOGY

[Briefly explain the methodologies used for this project, e.g. data science techniques, systematic review, landscaping analysis.]

7. DATA SOURCING

Necessary Sources:

Format and Size:

Access Protocols:

Quality Assurance:

8. DATA MANAGEMENT & STORAGE

[Briefly describe how data will be managed and curated. Specify any formal data standards used/agreed. Please name who will be responsible for the data management plan.]

[Briefly describe how data will be stored and backed-up. Detail the preservation and planned retention period for the data.]

9. DATA SHARING

[Briefly detail any specific considerations on data sharing for the Collaboration Agreement, including any external sharing agreements that are already in place.]

10. PROJECT PLAN

[Detail timelines, activities, milestones, deliverables and allocated resource.]

Description	Lead	Support	Timelines
NAME *DETAILS* *Deliverable/Outcome*			

11. BACKGROUND INTELLECTUAL PROPERTY

[PLEASE PROVIDE DETAILS OF ANY BACKGROUND IP THAT WILL BE USED IN THE PROJECT. IF NO BACKGROUND IP WILL BE INTRODUCED, PLEASE STATE N/A.]

12. FOREGROUND INTELLECTUAL PROPERTY

[PLEASE PROVIDE DETAILS OF ANY FOREGROUND IP THAT YOU AIM TO CREATE DURING THE PROJECT AND SELECT ONE OPTION FROM THE LIST BELOW.]

a). Each Party will own the Foreground IP generated by it; granting the other a non-exclusive royalty free licence to use the Foreground IP for conducting the project. Additionally, the Collaborative will be granted a non-exclusive royalty free licence to use the Foreground IP generated for any purpose whatsoever. All parties will be granted a non-exclusive royalty-free licence to use the Foreground IP generated by the Collaborative for academic research, teaching and non-commercial collaboration.

b). One Party <insert organisation> will own all Foreground IP and will grant the University a non-exclusive royalty free licence to use the Foreground IP for (i) conducting the project and (ii) for academic research, teaching and non-commercial collaboration.

c). The University <insert institution> will own all Foreground IP and will grant the Party/Parties <insert organisation> a non-exclusive royalty free licence to use the Foreground IP for (i) conducting the project and (ii) for any purpose whatsoever.

13. COMMUNICATIONS & PUBLICATIONS

[Briefly detail any specific considerations on communications and publications for the Collaboration Agreement.]

[Please note, for journal publications, we have a policy of transparency and therefore wish to target open access journal publications as a standard.]
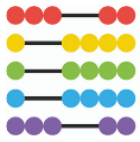
14. RISKS

Please complete the risk log below.

ID	RISK	PROBABILITY (L/M/H)	IMPACT (L/M/H)	RISK MITIGATION	OWNER
01					
02					

15. PROCESSES [FOR INTERNAL USE ONLY]

	Required	Completed
Ethical Assessment		
Youth Participation Workbook		
Data Protection Impact Assessment		
Data Management Plan		
Safeguarding Training		
Legals At A Glance		

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@dataforchildren

www.linkedin.com/company/
dataforchildrencollaborative/

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