



Project:

Date:

How will success be measured?	What are the assumptions?	What's the problem?	Is it worth solving?	What's the vision?
<p>What are the success criteria against which the success of the project will be assessed?</p>	<p>What are the assumptions underpinning the delivery of this project, i.e. what needs to be true for the project to be successful, i.e. agreed scope to be delivered, costs and schedule estimates to be valid and benefits to be realised in full?</p> <p>Who's on the team?</p> <p>Identify who are the key people involved, i.e. who are the people who have a vested interest in the success of the project and who have the ability to influence, challenge or ultimately stop the project.</p> <p>Clarify their roles and responsibilities.</p> <p>Note - avoid 'design by committee.</p>	<p>What is the business problem that needs to be solved ... and importantly, what is the impact on the business of that problem?</p> <p>NOTE - it is imperative that:</p> <ol style="list-style-type: none"> 1. The sponsor of the initiative can articulate the business problem. 2. That everyone understands the impact on the business. 3. That the impact can be validated by facts. 	<p>Is it worth solving?</p> <ol style="list-style-type: none"> 1. Is this a problem worth solving? If your business stakeholders aren't in enough pain and the business disruption from the project outweighs the value being delivered, then stop right there. 2. Does the project have the support of the key stakeholders, i.e. from people in the business who have the ability to influence, challenge or ultimately stop the project. 3. Does the solution being proposed solve the business problem? The problem might exist, but does the solution deliver the vision being proposed by the sponsor. 4. And lastly, does everyone involved understand the cost to deliver the project and are they willing to foot the bill, i.e. do they believe that this project is the best bang for their buck? <p>When will it be done?</p> <p>Agree on the 'desired' milestones that need to be achieved in order for the project to deliver its promised benefits.</p> <p>What is needed to support these milestones?</p> <p>Note - avoid bias towards optimism.</p>	<p>This is where the sponsor describes their vision of how they see the organisation in the future (post delivery of the project):</p> <ol style="list-style-type: none"> 1. What will change around people, processes and technology. 2. What that means for the operation of the business. 3. What that means for the end customer (be they internal or external).
<p>What will it cost?</p>		<p>Why should we do this?</p>		
<p>Provide a top down assessment of costs based on estimates derived from collective experience, data from previous projects and readily available market information.</p> <p>Does the initiative 'wash its own face'? If so, consider moving to a more detailed business case feasibility assessment with cost derivation from the bottom up.</p>		<ol style="list-style-type: none"> 1. What are the benefits that the organisation can expect to realise by doing this project and by when? 2. Who owns these benefits and can they be justified? 3. At first glance (based on top down assessment), is there sufficient upside (fat) to warrant proceeding with a more detailed business case feasibility assessment? 		