

Project: _____

Vision & Target

Benefits <ul style="list-style-type: none"> • What are the benefits for target group? • What benefits are expected by participants? • Is there clarity about the expected project results? 	Scope <ul style="list-style-type: none"> • What has to be done specifically? • Has the project order been clarified? • What is in scope/out of scope? • How will changes be handled? 	Costs <ul style="list-style-type: none"> • What are the costs of the projects? • Which running costs and possible damages could arise? • Are the project itself and the project results sustainable?
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Setup

Team <ul style="list-style-type: none"> • Who and what skills are involved? • What is everybody's function? • Is there room for self-responsibility? • How is the motivation within the team? 	Resources <ul style="list-style-type: none"> • Which resources will be needed? • Which necessary resources are not available? • Which (key) resources are essential? 	Stakeholder <ul style="list-style-type: none"> • Who are the Stakeholder? • What is their involvement? • Is there a hidden agenda?
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Approach

Processes & Tools <ul style="list-style-type: none"> • Which approach was selected? • What are the set standards/methods/tools? 	Communication & Transparency <ul style="list-style-type: none"> • How will status inquiries and reporting be handled? • What communicational tools are being used? • Wie erfolgen Statusermittlung und Berichterstattung? • How is the perception of the project externally an internally? 	Risiks & Quality <ul style="list-style-type: none"> • What are basic/fundamental risks? • How are they dealt with? • Is the project feasible? • Are there quality criteria and measures for quality assurance?
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Timeline

