

Project Scope

Indicate the scope of the product or service that is being considered for this project. Clarify what is in scope and what is out of scope.

Assumptions and Constraints

Identify the assumptions (hypotheses) the team is making about the project and solution. If possible, identify the riskiest assumptions and list them first.

Outputs/Deliverables

Identify the main deliverables for the project including the tasks and activities necessary to prepare them. This does not include working documents, project plans or similar.

Desired Outcomes

Indicate the primary objectives of the project, including success metrics. Distinguish between program goals and project goals in separate lists, if necessary.

Benefits

Show the overall value proposition and benefits users will get after the project is successfully completed. Make sure the benefits are measurable.

Critical Success Criteria

Critical Success Criteria (CSC) are measurements established to determine whether the project has satisfied its objectives and met its requirements. Success criteria can be qualitative or quantitative and should be measurable at project closure. Do not confuse Critical Success Criteria with Benefits.

Critical Success Factors

Critical Success Factors (CSF) are those factors that are critical for the success of the projects. By identifying such Critical Success Factors (CSF), the project management team can focus their management efforts on those factors that contribute the most towards project success.

Budget

Identify the main expenses for the project. Try to understand the budget available, the cost of similar projects, to get an idea of the budget necessary for project completion. The budget can be expressed as effort (in man days or man months) or in monetary units (€).

Stakeholders

List the stakeholders and third parties involved in the project. Indicate their name, title and role on the project. Also list the users of the product or service as target groups or segments.

PM² Handbook

Reflect on the project specificities and decide how much to tailor the methodology: Do I need an outsourcing plan, a transition plan, a business implementation plan?

Governance and Team

Who will approve the project? Who will make decisions along the way? Who is part of the team or part of the decision chain?

Risks

What events could have a negative impact on the project in the (near) future? Identify the impact. How can we avoid, reduce or transfer the major risks?

Milestone Schedule

List the key dates and events that will define the timeline of the project. Start with the list of deliverables and associate a target date to each major deliverable. Stay realistic about your ability to execute, considering other things you have to do.

