



## Defining the Project

The questions presented are of a generic nature you can tailor to your application or issue. Remember be frank with yourself, the plan is only as good as the information available.

- ✓ What is the issue you would like to address?
- ✓ Why you think the problem is occurring?
- ✓ How long has the company wanted to tackle this issue?
- ✓ Have you tried to tackle the issue previously? (How? What happened?)
- ✓ What suggestions do you have on how the project/issue should be tackled?
- ✓ What are your objectives for this project?
- ✓ Are there any organisational obstacles in the way of implementing the recommendations?
- ✓ Are the company management and staff committed to making changes needed to make the project a success?
- ✓ What measurable outcomes do you wish to see at the end of the project?
- ✓ What is your timeframe for implementing?
- ✓ When would you like to see the project completed?
- ✓ How do you see your role during the course of the project?
- ✓ How do you see your role after the project is completed?
- ✓ Who is going to monitor the ongoing success of the project?
- ✓ What kind of support and information can you provide?
- ✓ Do you see ControlZone assisting you after completion?
- ✓ What range of budget do you envisage?
- ✓ What are your personal concerns about this project?
- ✓ Any other information?
- ✓ Do you know what your competition is doing in this area?
- ✓ Have you consulted your staff on their thoughts?
- ✓ What is the best result you could dream for?