

Defining the project plan

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

1. What is the issue you would like to address?
2. Why do you think the problem is occurring?
3. How long has the company wanted to tackle this issue?
4. Have you tried to tackle the issue previously? (How? What Happened?)
5. What suggestions do you have on how the project / issue should be tackled?
6. What are your objectives for this project?
7. Are there any organizational obstacles in the way of implementing the recommendations?
8. Are the company management and staff committed to making changes needed to make the project a success?
9. What measurable outcomes do you wish to see at the end of the project?
10. What is your timeframe for implementing?
11. When would you like to see the project completed?
12. How do you see your role during the course of the project?
13. How do you see your role after the project is complete?
14. Who is going to monitor the ongoing success of the project?
15. What kind of support and information can you provide?
16. Do you see Control Zone assisting you after completion?
17. What range of budget do you envisage?
18. What are your personal concerns about this project?
19. Any other information?
20. Do you know what your competition is doing in this area?
21. Have you consulted your staff on their thoughts?
22. What is the best result you could dream for?
23. Have you considered the worst case scenario?

Take aim at the issues in your business

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to see if we have the solutions for you?