Project Definition Sheet

What is it?	When to use it?
• A summary of the main elements of a propose project.	• At the very start of a project • As a simple project initiation sheet to clarify your ideas
How to use it?	**What does it achieve?**
• Just fill in the details as listed • Get sign off with the person you report to or the owner of the project	• Clarity about what problem is being addressed the desired outcomes, the timescales and who needs to be involved at the start

Title of the project.....

1. What problem are you trying to solve?
Try to agree a crisp clear statement of the actual problem you are trying to solve and its root causes (as distinct from its symptoms).

2. What are the main objectives (outcomes) you are trying to achieve?

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3. What are the main risks associated with this project?

4. What are the main milestones for achievement

Try to specify the steps that will need to be taken in order for the outcomes you have described to be achieved and indicate the week or month by which each step of the improvement project process will be completed.

MILESTONE/PHASE	TARGET COMPLETION DATE
Phase 1 Define the problem	
Phase 2 Analyse the problem and plan the way forward	
Phase 3 Educate and train those affected	
Phase 4 Implementation	
Phase 5 Evaluate against objectives & ensure gains are held	

5. Who will be involved?

Team Leader.....

Team members

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Facilitator .....

NB Teams of more than 8 people do not often work effectively. The best teams have membership that includes those who actually do the work rather than a hierarchy/senior person rationale.

Action Proposal Agreed..... Date.....

Signed off by the person you report to. For cross departmental or inter-organisational projects signed off by Director or involved stakeholders