



17 "Must-Ask" Questions for Successful Project Planning

A Quick Reference Checklist to Use with Your Team

- 1.** How Would You Describe Your Project?

- 2.** What Are Your Goals and Objectives?

- 3.** Who Will Benefit From Your Project?

- 4.** Will You Be Creating Any Products?

- 5.** Will You Be Providing Any Services?

- 6.** What Methods Will You Use?

- 7.** What Kind of Schedule Do You Anticipate?

- 8.** Will You Need Any Partners or Collaborators?

- 9.** Will You Need Specific Information or Advice?

- 10.** Will You Need Special Systems, Equipment, or Resources?

- 11.** Will You Need to Use Special Tools or Templates?

- 12.** How Will You Evaluate Project Success?

- 13.** Who Needs to Review and Approve Decisions?

- 14.** How Might Your Project Evolve over Time?

- 15.** Who Will Be Responsible for What?

- 16.** What Risks Should You Plan to Manage?

- 17.** What Open Questions Remain?
