



**How does this project support the mission of the department, division, and/or company?**

**What problems/pain points do you see this project solving?**

**In what ways will this project solve the problems?**

**Which of these problems is the most important to solve?**

**What happens if this project is not done?**

**What will be different after this project is completed?**

**What specifically do you expect the project team to create or implement to consider the project completed?**

**If the project team could accomplish just one thing, what would that be?**

**What are the major risks to the project's success?**

**What suggestions do you have regarding how the project team should approach its job?**

**What concerns you most about this project?**

**What does "DONE" look like?**

**How will you measure success for the project?**

**When this project is officially completed, what will make you say: "This project was right on target?"**

**OTHER NOTES:**