WORKSHEET

Project profile

What it is for: Goal, success, responsibility, period on one page
From chapter 2: Plan the project

Answer each row in one or two sentences. If one is hard to answer, that is a sign that something still needs clarifying. The profile is also the first page of your later report.

Which problem are we solving?

Who is the target audience?

Our goal in one sentence

How do we measure success?
(baseline today)

Who is responsible, who is the client?

Desired period for pilot and go-live

How much time does the core team have per week?