

Definition Process Questions

Definition is clarifying and agreeing to the purpose and scope of the project

State the Project

- What is the action and end result?
- What evidence suggests a need for this project?
- How could the need be met? How else?
- Are we capable of doing this project?
- How long does a project like this take?
- How much does a project like this cost?

Develop Objectives

- What value should this project produce?
- What short- and long-term benefits do we want?
- What constraints do we face?
- What requirements must be met?
- How will we know when we satisfy each objective? (measure and standard)

Develop Work Breakdown Structure

- What are the major outputs of this project?
- What are the components of...?
- How will the objectives be achieved?
- How should work be organized to ease planning and control?

Identify Resource Requirements

- What knowledge and skills are needed?
- What facilities are needed?
- What equipment is required?
- What supplies or materials will be used?
- What special or unusual resources are needed?