

Using Situation Appraisal in Projects

Managing projects against goals, budgets, and time restrictions are some of the ways that many organizations accomplish work. Implementing and using a project management methodology (like Kepner-Tregoe's Project Management) is the best way to increase your chances of success.

Situation Appraisal can help you define the project and provide a means for you to update the issues that need resolution. The following table contains suggestions for using the Situation Appraisal to improve your projects.

When...	Use Situation Appraisal to...	Because...
Defining the project	Record why you need to complete the project.	This will help you identify what needs to be accomplished during your project.
	Record your project topic or statement and then list threats and opportunities for the project.	This will clarify what questions you should ask before you start the planning process.
Planning the project	Separate and clarify the issues that arise during the planning phase.	This will help you better understand the issues you'll face, and what needs to be done about them.
	Set priority by using Current Impact, Future Impact, and Time Frame.	This will help you determine where to use limited resources in your project.
Implementing the project	Maintain an "open" Situation Appraisal on issues that arise and are resolved during the life of the project.	This will help you keep track of issues, due dates, and responsibilities, and help you prepare status reports and a closeout report at the end of the project.