

Successful Project Framework

Mandate

What are the mandated elements?

- Legislation
- Board Directives
- Strategic Initiative
- Secondary objectives

Project Scope

What are the essential components required to achieve the project results?

Process

1. Team members brainstorm components and write each idea on card.
2. Cards are affixed on the wall and clustered by similar component.
3. Each cluster is discussed. The agreement about the scope of each component is written on a large sheet and placed as the cluster title.
4. The titles are compared to the mandate to ensure all elements are considered.
5. Titles and components are documented on a chart (see example chart in Appendix for format). **Tip:** More information to help your project be successful is contained on this chart.

People

Who is committed to what role?

- Role Clarity
- Information
- Consulting expertise
- Motivation

Success Factors

What must go right for this project to succeed?

Relationships

What is our agreement on how we relate?

- Operating Agreements
- Standards of Conduct

Challenges

How will we deal with challenges along the way?

Our Resources

Our Agreements

Problem Solving

Accountability

What is our accountability to each other, the project, and the schedule?

Structure

What is our ad hoc project decision making structure?

Time & Budget

- How much time will this require? and of whom?
- What is the budget & the funding source?

Ad Hoc Decision Making

How will decisions be made?

- Consensus
- Voting
- Provide Options
- Recommendations
- Minority Opinions

