Check list for scoping your project
This tool is to support you in considering the key elements when scoping your project

<table>
<thead>
<tr>
<th>Desired change</th>
<th>Mandate</th>
<th>The right change</th>
<th>Resources</th>
<th>Champions and collaborators</th>
<th>Communication</th>
<th>Success indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the desired outcomes we want to create?</td>
<td>Who authorised the initiative and what kind of strategic backing does it have?</td>
<td>How do we know we are addressing the right problem? Have we explored unobvious possibilities?</td>
<td>What is required in terms of resources to ensure the project can happen and create desired change?</td>
<td>Who do we need to convince, who do we need to involve and how will we do this?</td>
<td>How do we best advocate for the change the project sets out to create?</td>
<td>What does success look like and what are the indicators or metrics that we should use?</td>
</tr>
</tbody>
</table>

What we know
The things we already know and can validate

Assumptions
The things which we assume, or are not sure about

Questions
The key questions we need to answer

Actions
The actions we will take to answer these questions