



Check list for scoping your project

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

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