

Project:

Project ID:

Projektmanager:

Version-Nr.:

Vision & Target

<p>Benefits</p> <ul style="list-style-type: none"> • What are the benefits for target group? • What benefits are expected by participants? • Is there clarity about the expected project results? 	<p>Assignment (Scope/Subject matter)</p> <ul style="list-style-type: none"> • What is the approach? • Is there a total understanding concerning the assignment? • What are the perimeters of the assignment? 	<p>Costs</p> <ul style="list-style-type: none"> • What are the project costs? • What running costs and possible damages could arise? • Is project and its results sustainable?
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Setup

<p>Team</p> <ul style="list-style-type: none"> • What individuals (and their qualities) are involved? • What is everybody's function? • Is there censorship regarding self-responsibility? • How is the motivation within the team? 	<p>Resources</p> <ul style="list-style-type: none"> • What resources are part of the project? • What necessary resources are not available? • What (key) pertinent resources are essential? 	<p>Stakeholder</p> <ul style="list-style-type: none"> • Who are the Stakeholder? • What is their involvement? • Is there a hidden agenda?
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Approach

<p>Processes & Tools</p> <ul style="list-style-type: none"> • What approach was selected? • What are the set standards/methods/tools? 	<p>Communication & Transparency</p> <ul style="list-style-type: none"> • How are status inquiries and reporting to occur? • What communicational tools are being used? • What is the ex- and internal project perception? 	<p>Risks & Quality</p> <ul style="list-style-type: none"> • What are basic/fundamental risks? • How are they dealt with? • Is the project feasible? • Are there quality criteria and measures for quality assurance?
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Timeline

