



## First Questions to Ask When Starting a Project

### Questions to help establish purpose:

- 1 How may I help you?
- 2 What is the business problem you would like to solve? Why? Why? Why?
- 3 What are you trying to accomplish?
- 4 Why is this necessary?
- 5 What business strategy is this related to? How will the solution help you achieve the strategy?

### Questions to help establish context:

- 6 Who are the stakeholders?
- 7 What is your role in this project?
- 8 What is the role of each person involved in the project? At what point is the role needed?
- 9 Has the scope been defined yet?
- 10 How committed is the business or stakeholder to the project?
- 11 Is there a budget for the initiative?
- 12 Is there a deadline? If there is a deadline, why is it a deadline?

### Questions to help establish a vision of success:

- 13 When we finish, what do you see as the result?
- 14 How will you define and measure success?
- 15 Who will determine success?
- 16 How will this improve your business – productivity, income, etc.?
- 17 What will happen if the project isn't undertaken?