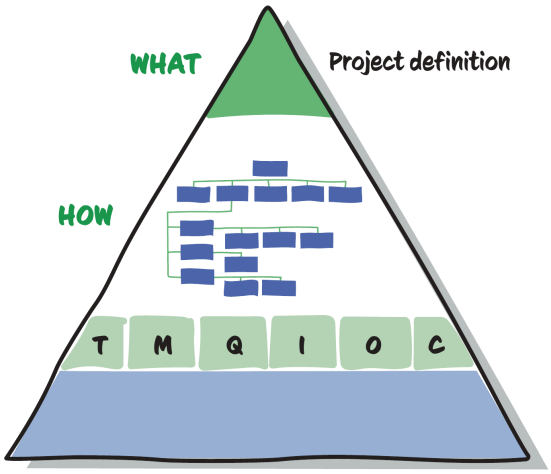
Project definition

Overview of the components

The project definition determines the *WHAT* of the project. With it, you record what the team will deliver (in this period) and not yet so much *HOW* this will happen. The way in which the results are achieved is worked out further in the next step of the project contract: the activity plan.



A full project definition consists of the following components:

Challenge

This is about the tension between the current and the desired situation.

- *What is the beckoning prospect, the picture we are striving for, the higher goal? What are we solving?*

Impetus

The impetus is the event that makes the project acute.

- *Why now? Why can't it wait? What is the urgency?*

Objectives

The answer to the question of which ambition the project will contribute to.

- *To what greater good must the project result contribute? What does the organisation want to achieve with this result?*

Result

Anyone who has achieved a result has something in their hands – it is tangible.

- *What is completed when the project is completed? What do I see before me then? What can I hold in my hands? Which product or products?*

Scope demarcation

A good scope demarcation creates clarity about what does and what does not belong to the project.

- *What could be expected, but does **not** belong to the project result?*

Constraints

These are conditions set by both the sponsor and the project team.

- *Money: What resources are available? How many hours?*
- *Time: Is there a final deadline?*
- *Quality: What requirements must the result meet in any case?*
- *Who or what else does the project team need?*

Side effects

What matters most here are the negative, unintended consequences of the project.

- *What undesirable effect could occur? There may also be positive side effects (windfall).*

Users of the project result

This is mainly about the people for whom the result is intended:

- *Who is the result for? Who is the target group or the client?*

Relationship to other projects

This clarifies the scope of the project and makes visible what coordination is needed.

- *What other projects or developments are going on? What do we depend on? With whom do we need to consult about capacity or about overlaps in content?*

NOTES