1. What is the business need this project is intended to address?
2. What are this project’s business objectives/goals?
3. How will you measure success (e.g. ROI, reduced costs, process improvements, increased productivity, etc.)?
4. What metrics would you recommend?
5. How does this project align with the organization’s strategic goals?
6. How would you define the sum of the products and/or services to be provided by the project?
7. What would you purposefully exclude from the scope of this project?
8. Are there boundaries or potential solutions that are not appropriate or cannot be considered?
9. Are there pre-set assumptions about the solution?
	1. Are you open to different alternatives?
	2. Would you accept suggestions from the project team, or is this a top-driven solution?
10. How would you categorize the following constraints (Inflexible, Somewhat Flexible, or Flexible)?
	1. Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Business objectives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Other – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Approval authority
	1. Who will approve the documented scope?
	2. Who has the authority to allocate resources required to complete this project (human resources, capital, etc.)?
	3. Who will approve changes in scope or business goals?
12. What is the relative priority of this project (considering projects currently underway)?
13. From your perspective, what could prevent project success?
14. Who are the people affected by the project work or the project outcome?
15. What business processes are most impacted by this project?
	1. Who owns those business processes?
16. How does the organization handle change?
17. How would you prefer the project team communicate with you throughout the project (team representative or as a group, email or phone, etc.)?
18. Is there anything else you would like to discuss about this project?