**Your Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Selection Checklist**

**1. Your Project idea Initial Checklist**

* Has to be a “Problem” or an “Opportunity” Statement that is aligned with your organization’s priorities (for eg. reducing administrative costs)
* It has to address a “pain” or a help take advantage of a missed “opportunity” for your organization (for eg. The company experienced a 54% increase in the number of flight changes from the previous year which impacted the company’s travel costs)
* The “pain” or “missed opportunity” is something that can be measured (for eg. Flight changes cost the company a total of $60,307)
* It CANNOT contain a solution, for e.g. implement a new project management system.
* It is helpful if you are excited by the notion of solving that problem or taking advantage of a current missed opportunity.

**2. People**

a. Who feels the pain of the problem or missed opportunity (i.e. who is the customer(s))?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Who are ALL the people involved in “touching” different parts of my “Problem” or “Opportunity” Statement?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Do the people involved with the current state of the project agree with my interpretation of the “problem” or “opportunity”? If they do not agree, have you **asked them** why they do not agree?

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**3. What is the effect of the pain on the customer(s)? How can I prove it?**

a. Do I have / Can I get objective facts to support by Problem or Opportunity Statement?

b. Where would I get this information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. What are the barriers I might face in getting this information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. What is the magnitude of the problem/ missed opportunity and in what time frame?**

a. Estimate Cost Savings that can be realized and how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Estimate Time Savings that can be realized and how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Estimate Quality Improvement that can be realized and how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Example Problem Statements**

**Payroll Example**

We are currently working short in the payroll department and are required to regularly put in overtime to catch up and ensure everyone gets paid. This often results in sometimes payroll errors (176 reversals in the last 3 months), stressed out employees in the payroll department and $1,000 in additional overtime being incurred for the payroll department.

**Corporate Travel Example**

In 2015, flights were changed 11.5% of the time. The company experienced a 54% increase in the number of flight changes from the previous year which impacted the company’s travel costs. Flight changes cost the company a total of $60,307. This occurred while there was a 27.5% decrease in flights booked from the same period.

**Pizza Shop Example**

In 2011 (when), our average preparation and delivery process time was 27 minutes (what), an increase of 28.5% or 6 min. from 2010 (extent).

Because of the slower process time, the number of late deliveries increased from 20% in 2010 to 25% in 2011. This is based on the number of free pizzas [ “30 minutes or it’s free” policy] and increases our operating costs (impact or consequence).

**Try Writing Different Versions of Your Problem Statement**

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