

Project Brainstorming

I often find that project initiation and planning is always an issue when just deciding to begin a project. I've developed this project planning checklist to scan possible ideas to be considered when projects are just a gleam in your eyes. It is especially useful when you're just brainstorming, and giving yourself permission to capture any and all ideas that pop into your head.

Resources

- Whose input do we need?
- Whose input could we use?
- Has anything like this been done before?
- What mistakes can we learn from?
- What successes can we learn from?
- What resources do we have?
- What resources might we need?

Executive issues

- How does this relate to the strategic plan?
- How does it relate to other priorities, directions, goals?
- How will this affect our competitive position?

Administration

- Who's accountable for this project's success?
- Lines of communication
- Methods of reporting
- What structures do we need?
- What planning is still likely to be required?
- What re-grouping will we need? How often?
- What people do we need?
 - Current staffing?
 - Hiring?
 - Subcontractors?
 - Consultants?
- How do we get involvement?
- What skills are required?
- Who needs to know how to do what?
- What training do we need?
- How do we get it?
- What other communication do we need?
- Who needs to be informed as we go along?
- What policies/procedures are affected? What is needed?
- What about morale?

Finance

- What will this cost?
- How do we get it?
- What might affect the cost?
- Might we need additional \$?
- What are the potential payoffs (\$)?
- Who signs the checks?

Operations

- What is the timing?
- Do we have deadlines?
- What might affect timing?
- Who's going to do the work?
- How do we ensure complete delivery?

Quality

- How will we monitor our progress?
- How will we know if we're on course?
- What data do we need, when?
- What reports, to whom, when?

Politics

- Whose buy-in do you need?
- How can we get it?
- What are the stakeholder considerations?
 - Board
 - Stockholders
 - Employees
 - Suppliers
 - Customers
 - Community

Legal

- Issues?
- Regulations?

Space/Facilities/Equipment

- What requires room?
- How do you get it?
- What tools do we need? When?
- Phones
- Computers

Research

- What might you need to know?

Public Relations

- Is there value in others knowing about this?
- How do we do that?

Risks

- What could happen?
- Could we handle it?

Creative thinking...

- Who would have concern about the success of this project?
- What would they say, ask, or input, that you haven't yet?
- What is the most outrageous thing you can think of, about this project?
- How would a 12-year-old kid relate to this project?
- What would make this project particularly unique?
- What the worst that could happen?
 - How could we deal with that?
- What's the best that could happen?
 - Are we ready to deal with that?
- How do we feel about this project?

Value Management Partners helps organizations reduce costs and increase productivity by improving business, project and process performance. Collaborating with your own internal resources in reviewing the projects and processes critical to your success, we provide strategic and operational recommendations for your improvement.

Why do business executives, managers and administrators seek assistance from Value Management Partners? They do so for four primary reasons:

- To plan and implement a new direction.
- To improve company performance – either overall, or in a particular area.
- For routine but important tasks, such as the design, documentation and implementation of strategy, procedures and policies, where there are no in-house resources to accomplish this.
- To fix a situation that may already be rapidly deteriorating.

Please visit our website for additional information:

<http://ValueManagementPartners.com>