

PROJECT BRAINSTORMING WORKSHEET

Project Need
What is the issue, challenge or opportunity being address?
Why is it important?
Why are you responsible?
Data sources/reports to help your case?
What does success look like?

Actions
What are you going to do?

Has this been done before?

Key activities

Articulate your Project Summary
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<i>What is your project pitch to gain internal and external buy-in?</i>

Summarize the project in a few sentences:

Project Scope

Who are potential partners? What can they contribute?

Project timeframe?

Estimated project budget?