Questions to Consider When Starting a Project/Issue
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Problem & Implications:
- Why is this a problem or issue?
- What is/are the problem(s) you are trying to solve?
- How do you know there is a problem (What are the symptoms)?
- What are the implications of not solving this problem(s)?

Current Situation:
- How does it work or not work today?
- How many people are involved?
- What are the current costs?

Benefits:
- What is it that you are hoping to achieve from this project?
- If you solved this problem, what would be the benefits to your organization and/or the industry?

Solution Process:
- Have you already defined some components of the solution?
- What are likely steps in the solution?
- What challenges do you anticipate in solving the problem?
- Who will lead/coordinate the project?

Decision Process:
- How will the decisions be made?
- What are the decision steps?
- Who is involved in decision making?

Constraints & Barriers:
- What is your time frame for solving the problem?
- Have adequate funds and resource been allocated for the project?
- Who will oversee the budget?