Demonstrating Project Need and Feasibility For a Project of Antiquity

**Instructions:** This worksheet is designed to help you decide whether the chosen project team addressed their fiduciary responsibilities and obtained enough information to prove to you that the project you researched was needed and was feasible.

Research your chosen project of antiquity and ask yourself each of these questions. Check *Yes* for those questions that were addressed adequately. If you check *No*, conduct the corrective actions in *italics*.

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| **QUESTIONS** | **YES** | **NO** |
| Was the project goal defined clearly, in terms that the sponsor can understand? *If not, how could the goal have been redefined?* |  |  |
| Is the sponsor financially and organizationally able to provide all needed resources? *If not, who was the real sponsor and could they get the real sponsor involved?* |  |  |
| Did they express the core project concept clearly and succinctly? *If not, redefine the core project description for them.* |  |  |
| Was some form of project scope and risk analysis or needs analysis conducted to show a bona fide need for the product (deliverables) of the project? *If not, should project have been abandoned or an appropriate analysis that proves project need be provided?* |  |  |
| Did they clearly express the costs and benefits of the project? *If not, restate the description of costs and benefits in terms appropriate to the situation.* |  |  |
| Did they consult all project stakeholders to obtain their opinions about the need, scope, risk and feasibility? *If not, identify missing stakeholders and explain how they could have addressed this requirement.* |  |  |
| Did they define the project scope, risk and strategy in enough detail to enable the sponsor(s) to really understand what they’re getting into? *If not, restate the project scope, risk and strategy in a way that can be understood.* |  |  |
| Are the results of the research assembled into a well-written document and/or presentation? *Ensure all APA and writing requirements are met.* |  |  |

**\**Sponsor* is the customer, client, final owner, or entity providing funding. The sponsor has the power to provide funds, approve the use of resources, and/or stop the project.**