

Project Clarification

Prior to the Meeting

Send the Mission: Vision document with time for them to review

During the Meeting

Collect the following information

1. **Describe** the project.
 - a. **start** and **end date**
 - b. **budget**
 - c. Define the end state of the project. What does it look like if the project is successful?
2. Who is **responsible** for the project? (**Project Leader**)
 - a. Who is **accountable**? (Project Lab representative)
3. In what **sector** is the project?
4. What **skills and experience** do you bring to the table?
5. What **skills and experience** do you need to get the project to move forward?
6. What **resources** do you bring to the table?
7. What **resources** do you need to get the project to move forward?
8. What organizations are **partnering** on the project?
 - a. How?
9. What is the **next step** for the project?