

# Understanding the problem

When scoping the problem has the following been done?

Write or type in the the template below.

Question	Yes/No
Does everyone understand WHY this problem is being addressed?	
Have you spent enough time understanding the problem?	
Have you engaged with different people to scope out problem?	
Have you identified and agreed your outcome measures?	
Is everyone clear on the scope/parameters/boundaries of the project?	
Have you mapped out all the key stakeholders to involve?	
Do you have a plan on how to keep connected as a project team?	
Is there a consensus on expected behaviours and personal approaches?	
Do you have a SMART aim which describes the problem and desired output?	
Is there a common agreed understanding of the problem across the interface?	
Do you have access to a six-month benchmarking period of outcome data?	