

Clarify the Question

This worksheet will help you think through the question or problem you are solving so that your attention is on the right issues. When complete, produce a brief and focused statement of the question to share with stakeholders. As you learn more you may refine this initial problem statement.

WHY
As far as possible, identify the root cause of the problem:

WHO
Identify the stakeholders affected:

ISSUES
Indicate possible showstoppers and major issues that need consideration:

THE QUESTION
State the question in brief, clear and straightforward terms:

OPTIONS
Suggest possible approaches to solving the problem:

BENEFITS
Identify benefits that will be gained:

RISKS
Identify risks to avoid: