**Define Your Project**

What are you trying to create?

What is the overall aim of the project?

What does the outcome of your project look like?

How will you know if you've been successful?

Are there key deadlines that you would like to support?

What are all of the individual tasks that need completed during this project? \* See task list checklist to aid with this\*

Do you need someone else to help you or will you do it yourself?

How will you find the right people to do this work?

Will other resources be needed to complete this goal?

Once you evaluate the tasks, how long should the project take?

Once you evaluate the tasks, how much will this project cost?

At what stages will you review if the project is still on track?

How do you plan to track who is responsible for completing each task?