**Define Your Stake-Holders & Risks**

* Are other people needed to complete portions of this project?
	+ How will it be handled if they are not available?
		- Who is your backup?  How far in advance do you need to inform this person of the project and their potential role?
	+ Do you trust this person’s ability to hold timelines/costs?  If not, how much extra time or money do you feel is needed as a buffer if you use this person?
* Are any of these tasks new to you/your team?
	+ Do you need extra time to account for a learning curve?
	+ Is there new technology involved that needs learned?  How much time is being allocated for this?
	+ Is training readily available? How far in advance does it need to be set up?
* Are deliveries or turnovers expected?  What’s the plan if they are not delivered on time?
	+ Who will be informed?  What will be the repercussions?
* What is the plan if the wrong item is delivered?  How will this be handled specifically?
* What could go wrong? What are your obstacles?
	+ What are your backup plans & how long will those take. Who will do them?
* What measures are being laid out to ensure there is good quality/reliability? How are you planning to test these standards?
* Are there people or businesses that have an interest in this project?  Does this project have stakeholders?  Who might be a roadblock?
	+ If YES, when and how do they require check-ins?  Find out up front what is of the most interest to them and the formats that they prefer to be given information.
		- Plan to give them updates on the status of the project.  Nothing is worse than ignoring people who have a stake in the project and showing them the finished project, only for them to hate it and forcing you to start over.
		- Keep in mind their potential concerns & involvement along with how you plan to keep them aware of progress and lead them to acceptance.
* Does your project require sign offs at certain stages?  What is your plan if those sign-offs don’t happen - if you get rejections?