# Definitions of Success and Scope of Work

**Initiative Title**

**Problem Statement: What specific issue are we addressing?**

*(Brief description of the problem background and what you’re trying to accomplish.)*

**Desired Outcomes: What is the desired end state of the initiative?**

*(What specific improvements define success for your project?)*

**What is the scope of the initiative?**

*(Utilize SMART Goals to define what is Within your project scope.)*

**What is out of Scope?**

*(What is Outside the parameters of the initiative?)*

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# Team & Accountabilities

**Who is the initiative leader and who will work with the initiative leader to design and deliver this initiative?**

|  |  |  |
| --- | --- | --- |
| Name | Organization | Team Role\* |
|  |  | Executive sponsor |
|  |  | Project Facilitator |
|  |  | Process Owner(s) |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

*\* Roles within the project working team (team lead, process owner, subject matter expert, IT, budget, etc.)*

# Stakeholders

**Who are the key stakeholders involved with this initiative?**

*(Who will be impacted by the results of your work?)*

|  |  |
| --- | --- |
| Primary Contact\* | Organization |
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|  |  |

*\* Include those individuals from organizations that have a clear stake in the outcomes of the Initiative but are not accountable for its execution. These individuals may need to be consulted or informed on some decisions along the way.*

# Key Milestones

**What are the major milestones to deliver the initiative?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Milestone | Person(s)/Team Responsible | RACI\* | Due Date |
|  | Project Team Formed |  |  |  |
|  | Initiative (Project) Contract Complete |  |  |  |
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*\*RACI R=Responsible for doing the work; A=Accountable for work; C=Consulted before finalizing; I=Informed*

# Measures and Targets

**How are we measuring the impact and success of this initiative?**

*(What Key Performance indicators (KPIs) will be used to measure the results of your work?)*

|  |  |  |
| --- | --- | --- |
| Priority Measure(s)\* | Current Status | Target |
|  |  |  |
|  |  |  |
|  |  |  |

\**Measures should follow SMART principles: Specific-Measurable-Actionable-Relevant-Timebound*

# Risks Factors

**Are there any notable risks for this initiative and how will they be managed?**

*(Being aware of the risks present and how they can be managed will increase the effectiveness of your results.)*

|  |  |
| --- | --- |
| Risk\* | Mitigation Strategy |
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*\* Types of risk include: Financial, Reputational, Operational, Legal, Social, Resource.*

# Project DICE Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Description | Points | Score |
| **1** | **2** | **3** | **4** |
| Duration | Duration of change either to completion or between “learning milestones” | <2 months | 2-4 months | 4-8 months | >8 months |  |
| Integrity | Performance integrity of project team | Very good | Good | Average | Poor |  |
| Commitment1 | Senior management commitment to the change | Clearly communicate need | Seem to want success | Neutral | Reluctant |  |
| Commitment2 | Local commitment to the change | Eager | Willing | Reluctant | Strongly Reluctant |  |
| Effort | Local effort during implementation | <10% additional | 10%-20% additional | 20%-40% additional | >40% additional |  |
| DICE Formula: D + 2\*I + 2\*C1 + 2\*C2 + E | **Total** |  |
| <14 Win | 14-17 Worry | >17 Woe |

*\* This score is an assessment of your project based on these factors but is not a final indicator of the project’s overall success. Discuss these results with your project sponsor to address any concerns.*