

TITLE:	
Background	What is the purpose/reason for doing this; what priority does it have
Objective	What are we trying to do; what are our aims and goals (SMART ²¹) Have success criteria been met - how will we know if we win
Scope	What are the Boundaries, size, complexity of the project, what is to be included and excluded
Constraints	What limitations do we work under; standards; budgets time; resources
Assumptions	What assumptions are we making; what are the consequences if we are wrong or the parameters are changed
Reporting	Who do we report to; what are the lines of communication
Deliverables	What are we to trying to produce? Are there any stages involved? Is each deliverable assigned to an individual with milestone timing?
	Completed by
	Date

Step - 6: Review and monitor the activities

The whole activity needs to be reviewed and monitored. A few of the stakeholder panel members can be invited to monitor the activity. If any problem is found, it should be reported immediately. Solving the problem should be senior management's responsibility.

Step - 7: Report progress to the stakeholder panel and communicate regularly and encourage feedback

It is very important to inform the stakeholders about the progress of the activity and to hear their comments and feedback. This will help the organisation to fine-tune the overall activity.

²¹ The full abbreviation of SMART is Specific, Measurable, Achievable, Realistic and Time defined