PROJECT SURVIVORS

Ten Questions Worth Asking Before You Say Yes

A practical checklist for Business people invited to take part in a Project.

1. What is the Project trying to achieve?

Ask for the practical outcome, not only the system or process being delivered.

2. Why have I been asked to take part?

Find out what experience or perspective you are expected to bring.

3. What exactly will I be expected to do?

Clarify whether you will advise, review, test, consult or make decisions.

4. How much time will it take?

Discuss meetings, preparation, deadlines and your existing workload.

5. Who has agreed my availability?

Check that your manager understands the commitment and competing priorities.

6. What decisions can I make?

Separate giving an opinion from approving something for the Business.

7. Who else should be involved?

Identify colleagues, other teams and people affected by the change.

8. Who can explain things or help me?

Ask where to go for clarification, support or an escalation.

9. How will my input be used?

Understand how feedback becomes requirements, decisions or actions.

10. What happens next?

Leave with a clear first step, contact and realistic timescale.

You do not need to become a project manager. You need clarity about your part.

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