**Student:**

**Problem Statement**

* Clear statement of problem or opportunity being addressed
* Identifies key issues to be addressed

**Situational Analysis**

What are the key factors that need to be thought about and considered?

* Detailed information consistent with opportunity statement and alternatives
* Background and history
* Perception of current state
* Projections from current state
* Work that may have already been done
* Financial analysis

**Options**

* Identify all potential solution options with sufficient detail
* No action is also an option
* Identify critical assumptions

**Evaluation of Options**

The what, why, and how questions of the project

* Key decision criteria
* Benefits/costs
* Operational and customer impacts
* Required resources
* Organizational capability
* Key interdependencies
  + Completion of other projects
  + Availability of key personnel
  + Risks associated with failure of interdependencies
* Identifies areas impacted
  + Own department
  + Other internal departments
  + External entities

**Recommended Path Forward**

* Summarize preferred recommendation
* Reasoning supporting recommendation
* Identify next steps
  + Who is responsible for project implementation?
  + Major schedule milestones