PREMIUM Project Scope, Success criteria and Timeline

# Step 1: Define the scope of your project.

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| Origin of your project: a problem or an ambition? | |
| What needs to be solved? Is there a question behind the question? |  |
| What needs to be realized? |  |
| What has already been tried to solve the question? |  |

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| Project Goals | |
| Why is this important for the client right now? |  |
| What do they want to achieve with your deliverables? |  |

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| Deliverables | |
| What do you need to give to your client by the end of PREMIUM? |  |
| How to best present your results? What suits best within the type of organization of the client? |  |
| What IS or IS NOT part of the assignment? Define what’s inside your project, what you will be working on, and what is not part of your project. |  |
| What are the constraints the client puts on time, money, people or resources? |  |

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| Stakeholders | |
| Identity and differentiate stakeholders based on their interest and influence. |  |
| Decide within your team the role of the stakeholders.  (Are you going to research them, or actually involve them in the project? Also  discuss the communication to stakeholders during and/or at the end of the  project.) |  |

# Step 2: Indicate success criteria.

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| Success criteria | |
| By the end of PREMIUM, what would make you happy as a team to have accomplished? |  |
| By the end of PREMIUM, what does your client see as a successful end result? |  |
| What are the quality standards of the client and the project team? How will you check the quality during the project? |  |

# Step 3: Indicate potential risks

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| Identify the project’s risks | |
| What risks are involved in achieving the desired results? |  |
| Which are the most important and have the highest priority, and which the lowest? |  |
| What measures will be taken? |  |

# Step 4: Timeline

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