

Information Checklist

Who

- Who is leading?
- What departments are involved?
- What is my responsibility?
- Who is involved in my department or team?
- Who is affected?
- How will it effect employees/the business/clients?

What

- What is the project?
- What are the expectations?
- What are the parameters?
- What is the priority
- What does the transition look like?
- Is there any down time as a result?

Where

- Where is it happening/effecting?
- Where does it effect?
- Where are the meetings/follow up?
- Where does training take place?

When

- What is the timeframe of the project?
- When does it start/go live/transition?
- When will it be finished?
- When does training take place?

How

- What is the process for accomplishing?
- What is the structure for accomplishing?
- What resources are provided?
- What resources must I/we/they provide?
- How much time and resources will this take?
- What is the budget?
- Are there checkin meetings/communication?
- What is the form/cadence of communication?

Why

- Why are we doing it?
- What do we hope to gain/achieve?
- What is the goal?
- What are the downsides?
- Why now?
- How does it fit into the overall business plan?
- How does this get us closer to our goals/vision?