Full Project Title

|  |  |
| --- | --- |
| Project Callsign | xxx |
| Team Name | xxx |
| Facilitator | xxx |
| Contact Information | xxx |
| Date of Announcement | mm-dd-yyyy |
| Call for Collaboration Ends | mm-dd-yyyy / When Completed |
| Intended Date of Completion | mm-dd-yyyy / Not Yet Known |

# Situation

What is the nature of the situation or problem the team is being formed to address? If there are traditional methods which would normally be used to address the situation or problem, what are their limitations and why are they inadequate? What makes the problem novel? What will happen if this situation is not resolved or addressed?

# Mission

Given the situation, what are the team’s explicit objectives?

# Potential Avenues of Approach

Given the situation and mission, what are the potential or current avenues of approach? For each potential approach or for the current approach: What tools, techniques, or expertise, alone or in combination, would be required or provide opportunities? What are the risks? What are the potential limitations?

# Milestones

Given the situation, mission, and the avenues of approach, what are the milestones that would best indicate the mission’s progress?

# Implications of Outcome

If all or some milestones were achieved what does the success mean to stakeholders, the situation, and to team members? What else might be affected? What work will come next?

# Administration, Logistics, and Communications

Who is the facilitator responsible for the project’s completion? Who, if anyone, is the team accountable to? What resources and support elements are required? What resources are already available and how can they be accessed? What are the requirements for participation? How will the group communicate? Where and how will the work be done? Under what circumstances will the project close and the group disintegrate? Who are the current collaborators?