### Checklist for Clarifying Project Objectives

Look at the objectives set for the project and ask these questions to help you achieve SMART project objectives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | |  | **Yes** | **Clarify** |
|  | Is the purpose and overall aim clear? | | | Yes |  |
|  | What are the stated objectives? | | |  | Building a world class loyalty app with a positive impact on the finances of the loyalty users and merchants |
|  | How clear are they? | |  |  | Very Clear |
|  | Is there a business case? What is it? | | | Yes | Deployment for Petroleum Products Marketers & Retailers |
|  | Are there any hidden objectives? | | | Yes | Improvement of Business (Avante) Finances |
| . | Does the problem, need or opportunity which triggered the project still exist as | | | Yes | The opportunity to explore ownership of a proprietary application |
|  | Originally conceived? | | |  |  |
|  |  | |  |  |  |
| . | Who are the stakeholders? | |  |  | Merchants, Outlets, Sales Agents, Providers, Operators |
| . | What are their respective interests, perceptions and needs ? | | |  | Increase Efficiency, Customer Retention, High RoI |
| . | What may be the obstacles and constraints - have they been carefully assessed and defined? | | | Yes | Limited Resources, Multi-tasking, End-User Culture |
|  |  | | |  |  |
| . | What risks can you identify to the success of the project? | | |  | Timely Completion, Down-time of dependent services, FOREX Instability, Policies & Legislature |
|  |  | |  |  |  |
|  | To what extent are the project | | |  | Extremely Committed |
|  | champion/sponsor and senior management committed to the project | | |  |  |
|  |  | |  |  |  |
| . | Have the triple constraints - of cost, time and quality been established? | | | No (Cost) |  |
|  |  | |  |  |  |
|  |  |  | |  |  |
| . | Have the benefits and impact of the project | | | Yes |  |
|  | outcomes been identified? | |  |  |  |

**Defining Triple Constraints**

1. **Do you have all the information you need to determine your triple constraints? What other information do you need to gather? No**

**Other information to be gathered include:**

* Hardware & Cost
* Sales & Testing Resource(s)
* Card Specification & Printing

1. **What are the "triple constraints" of your project?**
   1. **Cost**
   2. **Time**
   3. **Quality**
2. Do your project objectives make these explicit? Revisit if necessary. **Yes**
3. **Given the information you have which is the driver in your project? How do you know this? A.** Quality **B.** Our objective includes build an app of global standard
4. What implication(s) does this analysis have on the project? Increase in overall project cost and the expected time to be dedicated to the project be resources
5. **What action do you need to take to get a result?**

* Ensuring un-waiving commitment from stakeholders
* Intensive research and development activities (Business/Technical)
* Staying focus with project plans and milestones

**PEST ANALYSIS**

* What factors in your environment may have an impact on your project
* What action can you take to address them

|  |  |  |  |
| --- | --- | --- | --- |
| **FACTORS** | **INTERNAL** | **EXTERNAL** | **ACTION POINTS** |
| Political |  | Network Providers  Merchants  Govt. |  |
| Economic |  | Merchant  Govt |  |
| Social |  |  |  |
| Technology |  |  |  |
| Other |  |  |  |

**SWOT ANALYSIS**

* Pest analysis will feed into this

|  |  |
| --- | --- |
| Strengths | Opportunities |
| Weaknesses | Threats |

**Sections for the PID**

* Project Title:

Project Leader:

* Objectives – include Quality, Cost and Time Constraints
* Benefits Expected – Added value
* Scope / Impact – Implications for other activities
* Activities / Tasks – High Level broad areas
* Obstacles – Problem Areas
* Resources required – People, budget, information, support
* Time Frame – Key milestones and input required
* Monitoring Arrangements
* Team – Composition and structure, knowledge and skill required
* Development Opportunities
* Reporting and Communication
* Evaluation Method