**Make it essential: Ways of working checklist**

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| Problem and/or Opportunity  | What event(s) led to the conclusion that a change effort is needed? What are the sponsors’ needs?  |
| Leadership commitment | Could the sponsors priorities change as the project progresses? How strongly does the sponsor support this change? Who else will be involved? When? |
| Objectives | What end result(s) is the sponsor looking for? Are there any other opportunities e.g. in relation to progressing values, enabling innovation that could be facilitated through this change? How flexible |
| Roles  | What are the responsibilities, tasks, authorities, accountabilities, and level of commitment for your role, the sponsor role and other stakeholders as appropriate? How will we know if we are not working together effectively? Defining team member roles includes task roles and process roles. |
| Measures and milestones | How will we report progress to the sponsor that demonstrates the objectives are being met? How will these indicators be measured? What are the deadlines? |

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| Resources | Are there any cost or budget implications and how will these bet met? |
| Endings | How will we know when the project has ended? Under what conditions could it be delayed or halted? |