

Once the team has agreed which initiatives will be pursued using the decision criteria and ranking sheets (see resource section for these templates), champions fill out this form to vet the initiative they have been assigned.

Objective - <i>What do you intend to accomplish by doing the project? (Be specific relative to goals.)</i>

High Level Plan - <i>What are the major steps required to accomplish the intended objective?</i>		
Major Steps	Responsibility	Complete Date

Resources - <i>What resources are required to accomplish the objective?</i>

Benefit & Cost - <i>What is the benefit and the cost?</i>	

Impact – How will the project impact the organization?	
<i>Impact Category</i>	<i>Impact</i>
Customer needs/benefits	
Size of market/revenue	
Feasibility/risk	
Resources required	
Time to payback	
Passion for it	
Market space to compete	
Strategic fit	
Scalability	
ROI	

Potential Issues - What constraints or roadblocks that you anticipate?

Recommendation - What is your final recommendation? (go, no-go, postpone)