**Defining the Problem Worksheet**

**A. Description of Problem, Need or Value**

* What are the problems and/or needs that justify the project?
* Describe the target population — who specifically experiences this problem or need?

**B. Overview of the Design Team**

* What is the mission of the design team?
* What are the team member’s qualifications to accomplish this project?

**C. Overview of Proposed Project**

* What is the basic purpose of the project?
* Who will benefit from it? Describe the geographic area and population to be served.
* How does this project help fulfill the team’s mission?
* How is this project unique? For example, is it similar to other projects but designed for a different target population? Does it employ a new approach?

**D. Project Requirements and Constraints**

* What are the project requirements?
* What constraints have been placed on your team?

**E. Project Activities and Timeline**

* What exactly must be done in order to achieve the desired outcomes?
* When, and in what order, must these activities be done to achieve the desired outcomes?
* Who will carry out project activities? Who is responsible?

**F. Outcomes**

* What immediate and long-range results are expected?
* Will these results change people’s lives, the educational community and/or the world?

**G. Evaluation**

* By what criteria will the success or failure of this project be measured?
* What techniques or tools will be used to evaluate?
* Who will do the evaluation? When and how often will they do it?
* How will evaluation results be used? Who will see evaluations?

**H. Funding**

* What is the anticipated total budget for this project? Give a complete budget breakdown.
* What is the anticipated source(s) of funding?