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?