

CONTEXT-FREE PROBLEM DEFINITION QUESTIONS

1. What is the problem?
2. What is the business justification for solving the problem?
3. What are the risks associated with the issues?
4. What if we don't solve the problem, or don't solve it within the deadline, if a deadline is stated?
5. What are the impacts to the business for any given solution?
6. Are there any business constraints?
7. Who is affected by the problem?
8. Who owns the problem?
9. When does the problem occur (intermittent, constant, chronic, etc.)? And how long has it been going on?
10. What does it look or feel like when the problem is solved (what is the vision)? (How will we know that the problem is solved?) Where in the organization does the problem exist?
11. How (when) do you know it's a problem?
12. What is the alignment of the problem? What business strategy, objectives, etc. is the problem/opportunity related to?
13. Who is the executive decision maker or sponsor of this project?