**TRN Resource: Questions for Clear Project Definition**

These questions can be used to define projects in the TRN Roadmap to Action Workbook. By transforming a solution into an actionable project or set of projects, the resilience planning team can start to identify the discrete steps needed to execute a solution.

|  |  |
| --- | --- |
| WHO | * What partners are needed for implementation? * Responsible department * Staff lead * Internal partners * External partners * *Note that this may involve stakeholders not previously incorporated into the resilience planning process.* * Do I have access to subject matter experts? |
| **WHAT** | * What is the intent of this project? * What is the scope of this project? |
| **WHERE** | * If applicable, users can reference the facility associated with the project’s solution. The footprint/location of the project should be added here as it may be a more precise location or extend beyond the facility. |
| **WHEN** | * When do I need the parent solution implemented by? * Are there any relevant upcoming deadlines I should be aware of? (agency funding deadlines, incentive requirements) |
| **HOW** | * Are my internal resources sufficient, or are external resources needed for implementation? * Are formal agreements needed to partner with external stakeholders? * Are the necessary resources for implementation available? * Are there best practices or a model I can follow? * Are there existing projects or initiatives at the site that require coordination? * Do the identified parties have the capacity to support the project? |