

DONE Statement Challenge

Is the team identified?

Who is accountable?

What is the deliverable?

Is it clear?

Did the team use any abbreviations?

Will there be a presentation?

Will there be training?

Is the deliverable a decision or an action?

Are the metrics identified?

Are they reasonable?

Am I delivering a repeatable process or a one-time event?

Who is this for?

What am I not doing?

Who will sign-off?

What is the timing of the project?

Specific phases?

What is not included?

Who are the stakeholders? internal, external