**INITIATION QUESTIONAIRE**

* What exactly are we trying to accomplish with this project?
* How does it compare against today’s current state?
* Are there any specific goals or objectives which we’re trying to meet?
* Are there specific deadlines this project needs to meet? If yes, what are they & what is driving the date?
* Who will be impacted in a manner they may want representation during the requirements gathering aspect of this project?
* What are those expected impacts/benefits?
* What is the status of selecting a solution to meet the requirements of this project? If not selected, how do you want to go about evaluating and selecting a solution?
* What costs are associated with this project? Do we have an estimate of how much those are?
* Preliminary thoughts on how to go about a roll-out? Pilot? Target test group?
* How much end-user training will be needed and how critical is this to project success? Admin training and ongoing support plan?