**Define (Initiating) Phase: Project Definition & Team Agreement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the beginning of a learning project, there are two resources that are particularly helpful in making sure everyone understands what the project is all about, what is expected of each player, what the intended outcomes of the project will be, and how the project team members will work together on the project – The Project Definition document and the Teamwork Agreement.

The Project Definition document records the answers to the key questions that define the main characteristics of the project, such as this “Defining Dozen” list of questions:

1 . Why is this project needed?

2 . What is this project about? (a brief description)

3 . What is the goal of this project?

4 . What will be the end results of the project? (the “deliverables” in business terms)

5 . What will this project not do, even if it could be done easily?

6 . What type of project is this? (inquiry, design, debate, expression; prescriptive exploratory; or a combination)

7 . What is the driving question, problem, issue, or perspective that motivates the work in this project?

8 . When will the project need to be completed?

9 . Where will the project be done?

1. What resources are needed to successfully complete the project? (equipment, tools materials, funding, technology, online resources, books, etc.)
2. How will the project be evaluated? (quality of the project work and end results, the learning outcomes, the effectiveness of the project methods)
3. What risks are involved in the project? (events or conditions that may delay or impact project work)