



## Document the project commitments

### PROS



A concise well structure business case covering everything!



Objectives



Scope - both in and out



Assumptions



Dependencies - what have others promised/committed to



Risks and issues



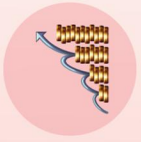
Costs



Timescales



Resources



Benefits

### CONS

Woolly commitments - get people to sign up

Unrealistic timescales

Unrealistic budgets

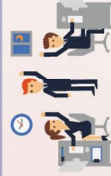
Unachievable benefits to justify the case

The wrong resources

### PROS



Open communication - don't hide anything



Get everybody who will contribute to sign-off to their commitments



Follow the corporate process, no matter how painful

### CONS



Don't accept approval of anything less than you need



Don't leave caveats unresolved. Set deadlines for removal



Try to shortcut or circumvent the process

# GET IT SIGNED OFF