



Purpose

Why is this task relevant?
Why is it important that we do it?
Why do I think you can do it?



Relevant Input

What other input do you need?
(e. g. decisions, PPTs, excels or
other information)



Process

How do you want to fulfill this task?
In what order do you want to produce the
desired outcome?



Desired Outcome

What goals do I want you to pursue?
What deliverables do I need from you?



Resources

How much time do you have? Who else
could be involved? What tools can you use
to produce the desired outcome? What
budget will you have?