|  |
| --- |
| Checklist 1 |

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| **Lots of questions to consider project from different angles****Lots of questions to ensure business understand what they are getting and what they are giving up to get it****Various stakeholders opinions and perspectives considered**  | **No way to tell which question(s) are more important than others****Not easy to compare different project ideas****Not easy to prioritise projects based on results** |

|  |
| --- |
| Checklist 2 |

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| **Easy to use****Simple****When time and/or resources are tight, and need a quick and easy way to determine the ‘worthiness’ of a project idea****Answers all the basic questions** | **None of the questions are weighted – implying that if one idea gets 4 yeses, it would automatically beat out a project idea getting 3 yeses (even if those 3 yeses were more important to the organisation than the other 4)****Not easy to compare different project ideas****Not easy to prioritise projects based on results** |

|  |
| --- |
| Checklist 3 |

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| **Thorough****Graded answers - not yes/no and not lengthy text****Considers multiple stakeholder perspectives** **Ensures organisation understand the severity / impact of the project**  | **No way to tell which consideration(s) are more important than others****Not easy to compare different project ideas****Not easy to prioritise projects based on results** |

|  |
| --- |
| **Most appropriate for my work environment and why:****“In my work environment, we are very ‘immature’ in project management and so even though Checklists 1 and 3 offer more thorough analysis, Checklist 2 is easier to use and therefore easier to get the business on board with using a checklist.”**  |