

# 6 Key questions that Sponsors should ask

pm-partners



## STARTING UP THE PROJECT

Use the questions below to make sure your project gets off to the best start.  
These questions should be answered collaboratively by the Sponsor and the project team.

### 1 How will we deliver the project?

- What approach will be used to deliver the project? *E.g. agile/waterfall, phased approach/big bang*
- What does the roadmap of the project look like?

### 2 What will we deliver?

- What are the key deliverables and key risks?
- Are the deliverables fully aligned with requirements?

### 3 Who is involved?

- Who is doing what and when? *(provide a high-level overview for individuals/business units/teams involved)*
- Who are the stakeholders? *(internal/external - incl. suppliers)*

### 4 How is the budget allocated?

- Will funds be allocated up front or incrementally? *E.g. per project stage/increment.*
- How will the suppliers be paid? *E.g. fixed price/per deliverable.*

### 5 How will the change be embedded?

- Is there a change management plan that addresses the people side of change?
- Who will be responsible for embedding/optimising the change once the project closes?

### 6 What does success look like?

- How does this project contribute to strategic objectives?
- What are the success factors for the project?
- How will benefits be measured?

## DURING THE PROJECT

Use the questions below to make sure your project stays on track.

These questions should be asked at regular intervals by the Sponsor and should be answered by the project team.

### 1 Is the project on track?

- How is the project **tracking** (Scope, time, cost/budget)?
- Are there any significant **concerns** about the progress of the project?
- Are there plans in place to address any **variations** that will impact project outcomes?

### 2 What are the key risks and issues?

- What are the **top 3** risks? What plans are in place to address these?
- Are there any significant outstanding or **persistent issues** that could adversely affect the project?

### 3 Are there any roadblocks that need to be resolved?

- Do you have the right/sufficient **resources** to get the work done?
- Are there any **bottlenecks** that will impact planned progress?

### 4 What do you need from me?

- What decisions need to be made by the Sponsor/Steering Committee?
- Are there any risks/issues/roadblocks that need to be escalated?
- How else can I help?

### 5 Have there been any requests for change (outside of agreed tolerance levels)?

- How does the change impact the agreed timelines/budget/etc.?
- Is the change worthwhile and does it impact the viability of the project?

### 6 Is the project still worthwhile doing?

- Is the project **still viable** and achievable?
- Are we on track to achieve **expected benefits**?
- Is the project still aligned to the organisational strategy/business objectives?