| Project Name: | | | |
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| Project Name  What is the project/change? | Purpose  Why are we changing? | Particulars  What are we changing? | People  Who will be changing? |
|  |  |  |  |
| Payoffs  What are the benefits? |  | | |

| 5P’s Guiding Questions | | | |
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| Project Name  What is the project/change? | Purpose  Why are we changing? | Particulars  What are we changing? | People  Who will be changing? |
| * What is the name and how does it reflect the true change, not just the project. * Have you inherited a project name or is it a ‘secret’ name that you need to explain? * If you can’t change the name, think of a tagline * What are you trying to achieve? * What is the short summary of your project in a sentence? * You may complete this section as the final step. | * What’s’ the change ‘story’ * What is the problem we have to fix? (eg, students are leaving at x% in a course) * What is the opportunity we want to take advantage of? (eg: new partnership with $X revenue, new course for a profession) * Why do we have to get this change right? * What do we stand to gain? * What does we stand to lose if we don’t do this, do it well and have it adopted? * What do we have to do to get it right this time? * What is the risk of not doing it? * Why now? * Who initiated this change? Why is it so important to them? | * What will enable the purpose? * What will life be like when this change is successful? * What will be different in people’s: * Day to day work? * Behaviours and mindsets? * Location or workplace? * Processes? * Tools and equipment? * Customers/clients? * Products or services they have to use, sell or support * KPI’s? * Conditions? * What will people have to start doing, stop doing or continue? * If we took a picture of the future state what would be different and what would you notice? * What about at this phase? Or a future phase? | * Who has to do something differently? * Who are impacted internal groups? eg * Faculties/Divisions/Centres * Teams * Common positions / specialists * Campus locations * Who is impacted in a similar way? * Leaders * Training needed * New users * Types groups of students they work with * Who are impacted external groups or stakeholders? * Students * Community bodies * Industry bodies * Regulatory bodies * Unions * Suppliers or vendors * Volunteers |
| Payoffs  What are the benefits? | How will we know we have been successful? (eg % increase, load increase, budget indicators, Voice survey)  What are the true measures or indicators? (Be specific)  How will we know the change has been adopted and is achieving the target results? (or exceeding!)  What is our baseline (where are we now)?  Who will measure progress and when? | | |