

① What is the big, overall goal you want to achieve?

I want to get my project to redesign the Intranet HR Benefits information section approved. Web metrics & usability tests show BIG problems with current staff usage.

② How will you know you've succeeded?

I will have official greenlight. That means a budget, people, and a timeline. Budget from HR, people from the web team + HR content ppl.

③ WHAT IS THE VERY NEXT OUTCOME YOU NEED TO REACH YOUR BIG GOAL?

Confirm with Alan that he is good to go.

Let George know that I'm working with HR.

Need budget approval from HR

Get team together and brief them. make sure they are good to go.

Need project team officially approved and assigned

④

WHO CAN HELP?

Alan, HR Web Coordinator
George, my boss
Allison, VP HR
Winston, Web Dev.
Regine, Info Arch.
Mai, HR Content
Ruben, Staffing Mgr.

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Alan has been pushing for this, so I just need to loop back & make sure he's good.

George needs to show ROI for projects. I'll show how much time is wasted on site

Allison needs to see the big picture. Show utest clips & sketch concept model.

Team needs to know what's cool about project go for coffee and bat things around for ideas to make it even better.

George and Ruben both need to feel confident we can get our other work done. Have draft project plan ready.

⑤ WHAT'S IN IT FOR THEM? HOW WILL YOU WORK WITH THEM?

⑥ WHAT WAS THE RESULT OF YOUR WORK TOGETHER?

Alan is pumped!

George says show me the \$ for budget.

Allison gives go ahead for budget, if we get team.

Team is good.

Team will be assigned.