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| Checklist 1 |

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| **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** |

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| Checklist 2 |

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| **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** |

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| Checklist 3 |

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| **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** |

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| **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.”** |