

Student Handout

Define the Project

The first step in project management is to define the project. You can do this through research, interviews with different project stakeholders, and your project's client. Discuss with your team what you already know, jot notes, and add any additional questions you have. Then, start your research, and meet with your client and other project stakeholders to discuss and define the parameters of your project.

Review pages 6–10 in the [Introduction to Project Management](#) module. It walks through an example project and shows how to use the set of project management tools.

1. **Where** is the public space? Are there any special features or issues to be aware of?
2. **What** problems or issues does this public space currently have? Describe.
3. **Who** uses the public space currently? Is it well used or sparsely used? Is a goal to increase usage?

4. **How** is the public space currently used? Are there other activities or new features that the stakeholders want or need? Are there any conflicting opinions about desired improvements and features among the various stakeholders?

5. **Who** will benefit from your proposed changes or improvements? Will any existing users be negatively impacted?

6. Discuss with your client:
 - a. How would they like you to present your solution (a model? Design plans? A presentation?)
 - b. What is the budget?
 - c. What resources do you have to complete the project? Also ask if you can request additional resources.
 - d. What success criteria or project constraints do you need to be aware of?
 - e. When is your proposed solution due? What is the timeline for the project?