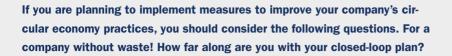
PROJECT JOURNEY





		ACKEAI ACHIEVEI
Initiation	Have you realised the importance of this topic and discussed it with management? Have you created a project team and drawn up a project plan?	Yes No
Research	Have you gained an overall overview of the status quo together with the team and the individual experts? Have you defined the opportunities, risks and needs? Did you get external help for the analysis?	Yes No
Goal setting	Have you worked out a clear objective? Have you defined the milestones? Have you analysed the feasibility in the business context with external partners? Have you considered the costs and benefits, and worked out alternatives?	Yes No
Project management	Have you chosen a project lead? Have you defined the responsibilities, tasks and timings? Have you made arrangements with stakeholders? Have you set regular monitoring dates?	Yes No
Implementation	Have you updated all of your stakeholders? Have you created a detailed schedule? Have you clarified all the responsibilities for the implementation?	Yes No