

# FOUR CRITICAL QUESTIONS WORKSHEET

PROJECT NAME:

DATE:

## STEP 1 – IDENTIFY STAKEHOLDERS

Who influences or will be influenced by this project or initiative?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## STEP 2 – CONSIDER EACH QUESTION FROM THE PERSPECTIVE OF EACH STAKEHOLDER

**GOAL:** What is the desired goal, objective, or outcome?

**PROBLEM:** What is the current symptom or problem that we must help remove?

**RISKS:** What risks must we manage or avoid?

**CONTEXT:** What are the cultural, contextual, or logistic considerations?

## STEP 3 – REVIEW THE FOUR CRITICAL QUESTIONS WITH KEY DECISION MAKERS

Take key decision makers through the Four Critical Questions process. Confirm that all of the appropriate Stakeholders have been identified. Ask decision makers to consider each question from the perspective of each Stakeholder identified.

## STEP 4 – EXTRACT AND SUMMARIZE KEY LEARNING

Summarize key learning that can be used to inform the planning process, as well as establishing key targets for measuring success.

# NOTES