

Checklisting

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Introduction

- The question checklist is a simple but effective problem solving activity.
- It's straightforward to use and easy to adapt to any specific circumstance.
- Using a set of structured questions encourages both broad and deep analysis of your situation or problem.
- The questions themselves may be simple, but when used as part of the checklist, they become a powerful management tool.

Introduction

- This tool uses a question hierarchy.
- In this hierarchy, “what” broadly states the situation or problem although “why” is arguably the most powerful question you can ask.
- Asking “why” forces you to consider the significance of the problem and thus the nature of your response.
- The repeated asking of “why”? can enable deep analysis of problems, essential for getting to root causes.

Introduction

- Next you should use “how”, “where”, “who” and “when”. These questions are designed to both deepen and broaden analysis.
- When combined into a question checklist, they become both a tool for analysing and solving problems, and the basis for an action plan.
- The following image shows the structure of the question checklist, and includes some examples of more detailed, follow-up questions. It’s easy to develop a checklist to suit your own situation.

Introduction



The Five W's

What

- This is really the first question you ask when you're trying to gather requirements for your project to define the scope.
- It gets no simpler than "What do we do?"

Why

- Though it seems so obvious, there are often projects where the why question is never asked!
- Sometimes people get so used to being assigned projects with little to no evaluation let alone business case justification, that the fundamental question of "Why are we doing this project" does not get asked.

The Five W's

Why

- Really delving into this question will allow you to get at the drivers and benefits that the project is to deliver which will allow you to deliver a project your customer and stakeholders' satisfaction.

Who

- Who are your stakeholders, team, customer that will work on, sponsor and ultimately benefit from when your project is completed?

The Five W's

When

- Sometimes this question gets asked before all the question we discussed above get answered.
- You need to know why, what and who will be part of your project before you can adequately answer when it will get completed.

Where

- Then after all is said and done, where will your project be done? Where will it be delivered? With today's global and dispersed environments, this question is not as simple as it may seem!

The How

How

- Now that all your core questions have been answered you can answer the question of "how" you will complete your project.
- This is really where the methods, practices, tools and techniques get deployed.
- The complete planning of the project is done in this step.

Summary

Check listing is a proofing tool for covering all the questions that are needed to be answered in ideating process

A checklist should have :

1. Five Ws (**What, Why, Where, Who, When**)
2. And One **How**

Thank You