



Project Mandate

Define Results

Goal Statement *(including overall objectives)*

Success Criteria *(timeframe, milestones, quality standards.)*

Decision-Making Authority *(define and/or provide examples)*

Discuss first

Inform me after

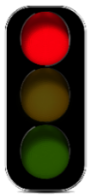
No need to inform me

Other Items *(budget, methods, who needs to know?, etc.)*

Resources	Reporting Schedule

Appraisal

To what degree were the objectives and intended results met?



STOP

What should we stop doing?



START

What should we begin doing?



CONTINUE

What should we continue doing?