



Financial and Resources Worksheet

Instructions

Use the questions below to guide your thinking through your funding and resources. Where appropriate, provide quantifiable details.

Financial and Resource Analysis

What are some of the direct costs (i.e. purchases, expenses, vendor contracts, etc.)?	
What are some of the indirect costs (i.e. staff time, reassign time, etc.)?	
What funds do you have to complete this project?	
What resources (financial and otherwise) do you still need?	
Is there a Sponsor who can drive the effort and allocate the needed resources?	
Will project team members be available to engage in process improvement meetings and activities?	
Are processes or systems in place to measure and track data?	