

1

The contract

- The problem
- Expected outcome
- How Long?

2

Who is involved?

3

What are they doing now?

Current state

4

What do you want them to do?

Desired state



What is the value of the gap?

5

What is the cost of doing nothing?

6

Causes

- Knowledge
- Skill
- Motivation
- Environment

Potential solutions

List all possible ideas

Prioritised solutions

7

Action plan

- Who
- What
- When

Was the contract met?