

Concise Project Problem Statement Worksheet

Project Name

Project Owner / Team

Date

1. Current State / Context

Briefly describe the current situational context.

2. Problem / Opportunity Statement

Clearly state the key problem or opportunity.

3. Stakeholders Impacted

Who is affected by the problem or opportunity?

4. Desired Outcome / Success Criteria

What does success look like?

5. Constraints & Considerations

List relevant constraints, limitations, or considerations.