

From a need to a project route

An open template for turning an initial need into a clear, discussable and reviewable project route.

Before you begin

This resource helps you observe a need without closing it too quickly. The aim is not to complete a perfect form, but to organise a conversation so it can become a project route.

Work with enough information, not with absolute certainty. If something is unclear, record it as a pending question.

- Separate facts, interpretations and assumptions.
- Avoid unnecessary personal data.
- Identify which decisions require another conversation.

1. The need

Name what is happening, who is affected and why it matters now. A useful need does not exaggerate the problem or promise a solution too early.

- What situation needs to change or be understood better?
- What evidence exists and what still needs checking?
- What would happen if no action is taken?

2. Context and boundaries

Place the need within a territory, organisation, audience or operation. Also define what stays outside the first route so the project does not become an impossible promise.

- Conditions around the work.
- Available resources.
- Constraints of time, budget, access or approval.
- Issues that should not be addressed at this stage.

3. People and actors

Identify who experiences the situation, who decides, who implements and who may be affected indirectly.

- Main and secondary actors.
- Absent voices that should be heard.
- People responsible for approving, carrying out or safeguarding the process.

4. Expected change

Describe an observable difference between the current situation and the desired situation. The expected change should be reviewable, even if the indicators are not perfect yet.

- Minimum desirable result.
- Signs of progress.
- Risks of confusing activity with outcome.

5. Work route

Turn the conversation into actions, responsibilities and review moments. The route may be provisional, but it should allow movement without losing traceability.

- First activities.
- Responsible people and support.
- Verifiable deliverables.
- Review or decision date.

Review close

Before publishing or sharing a completed version, review privacy, attribution and information security. Completed versions should not become public by default.

- Does the route avoid unnecessary personal data?
- Are assumptions clearly marked as assumptions?
- Does the next step depend on a clear approval?

Editorial metadata

Audience: Social organisations, ventures, innovation teams, educational institutions, small businesses and people coordinating initiatives.

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Source: Based on the v1.0 editorial package received for human review. It does not include real cases or personal data.