

Initial Sponsor Interview

A. General Information

Interview Date:	
Proposed Project Name:	

B. Sponsor Information

Name:	
Title:	
Department/Unit:	
Telephone Number:	
Email Address:	

C. Sponsorship Responsibility

The following is a description of the role of the project sponsor:

The sponsor has ultimate authority over the project, may provide project funding, resolves escalated issues, formally approves scope changes, formally accepts major deliverables and provides high-level guidance.

The project manager looks to the project sponsor to provide the required help to acquire needed resources and to help navigate project politics, especially the blending of stakeholder requirements that affect the project scope.

Sponsor agrees with Sponsorship Responsibility description?

Yes___ No___

If different, clarify the Sponsor's accepted responsibility:

--

D. Key Stakeholders

Identify the other key stakeholders who should be consulted on what defines project success.

Name	Department/Unit

E. Success Factors

i. The first step is to ask:

“When you look back on this project, how will you determine success?” Keep asking “Anything Else” until the answer after a long pause is “no.”

ii. For each success factor, be clear on what the specific measurement (metric) of success is that the Sponsor identifies. You can ask, “How will we measure that success?”

iii. The final step is to have the sponsor rate all of the Success Factors in order.

Description of Success Factors	Measurement	Priority Rank