# PROJECT SHEET <TITLE OF THE IDEA>

## Definition of the idea

A short description of what the idea contains in a few sentences.

## Advantages

What can we do more, better, faster, cheaper with this idea?

|  |  |
| --- | --- |
| Disadvantages or pitfalls Which possible risks (technical, organisational, etc.) can occur with the idea?   * Disadvantage 1 * Disadvantage 2 * … | Solutions How can we solve impediments or anticipate the pitfalls?   * Solution for disadvantage 1 * Solution for disadvantage 2 * … |

## Impact

What needs to change in order to realise the idea? Take into account technology and processes, organisation, market approach, etc.

## Required parties

Who do we have to work with to realise this idea?

## Action plan

Describe who is going to do what by which deadline.