# 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 pitfallsWhich possible risks (technical, organisational, etc.) can occur with the idea?* Disadvantage 1
* Disadvantage 2
* …
 | SolutionsHow can we solve impediments or anticipate the pitfalls?* Solution for disadvantage 1
* Solution for disadvantage 2
* …
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## 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.