

6. PROJECT INPUTS: *what do you need?*

Having identified the order of the activities required to do the project and what you intend to produce, you now need to look at the various inputs you will need to carry out the work, including staffing, budgets, materials and equipment.

a. Input Analysis

	<i>What resources (inputs) do I need?</i>	<i>What resources (inputs) are available to me?</i>
Human / Staffing		
Financial		
Resources / Equipment / Materials / Other		
TOTALS:		

Now transfer this data to section 15 of the PID

b. Shortfall Analysis (Input Evaluation)

Is there a shortfall or a gap between what you need and what is available to you? If there is, detail this below as it may impact significantly on your Aims and Objectives (see steps 3 and 4) and what you will be able to achieve.

<i>Nature of Shortfall</i>	<i>Cost implications (if any)</i>	<i>What happens to the project design if the shortfall cannot be met?</i>

c. Summary of compromises that could be made:

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Now transfer this statement to section 16 of the PID

If you require a certain level of funding or other resources before you can commence work, you now have two choices:

1. Approach the Project Sponsor to discuss the situation. You will need their agreement for any changes to the original intended Outcomes of the project, or
2. Start a new Project Planning Workbook with revised Intended Outcomes, Aims and Objectives (Steps 2, 3 and 4). It may help to attach this Workbook to your new one to help you when it comes to writing up your final report.