

Conducting a Situational Analysis

Conducting a situational analysis helps determine the **unique** characteristics of a project and plan for them. It is an important project planning tool for managing risk. It involves asking the following questions and documenting the answers:

- What about this project is different from others we have done, in terms of:
 - risk?
 - technology?
 - size?
 - expertise?
 - resources?
 - impact?
 - other special conditions?
- What are the criteria for success given the unique characteristics of the project?
- What are the risks, uncertainties, trade-offs?
- Do we have the information we need to plan for this project?