

SimSummit

ACTIVITIES Specification Form

TOPIC: <How is the ACTIVITY designated?>

POC: <Who is submitting / specifying the topic?>

PROBLEM STATEMENT: <What's busted? What need is unfilled? What is at issue? What opportunity is at hand?>

SOLUTION STRATEGY: <How is the Issue / Opportunity to be approached? What strategic guidance should be followed in executing the activity?>

DESCRIPTION: <What is to be done? What steps are there, that, if taken will result in the resolution of the issue or the realization of the opportunity?>

PARTICIPANTS: <Who is to do it?>

RESOURCES: <What's it take to do the job? Preconditions, Cost, Schedule, Information, ...?>

RESULT: <What product or end-state will result? What is the exit criteria?>