Junior Platforms

PROJECT WORKBOOK

Before you build.

Define the problem. Decide what matters.
Give your next project a clear starting point.

01 / THE PURPOSE

A few clear answers are enough. Write directly in the fields, or print a copy.

Project or organization

Prepared by

1. What needs to change?

Describe the problem and why it matters now.

2. Who is this for?

Name the people who will use it and what they need to do.

3. What would a useful result look like?

Describe an observable improvement, not just a list of features.

Save a copy after filling it in. Your answers stay in this file; nothing is sent automatically.

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02 / THE SCOPE

Decide what matters.

Separate the first useful version from what can wait. Plain language works.

4. What must the first version do?

List up to three priorities. Include the task or outcome behind each one.

5. What can wait, or is outside this project?

Name the ideas you want to protect from expanding the initial scope.

6. What tools and systems are already in place?

Examples: website, payments, scheduling, spreadsheets, CRM, or internal tools.

7. What needs to connect or move?

List integrations, data to migrate, and who can approve access. Do not include credentials.

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03 / THE PLAN

Plan the next step.

An honest range and a few known constraints help set realistic priorities.

8. Who needs to be involved?

List the decision maker, day-to-day contact, and anyone who must review or approve.

9. Budget range

A range, limit, or approval status

10. Timing

Target date and why it matters

11. What could affect the plan?

Consider content, internal availability, dependencies, accessibility, or security needs.

BEFORE YOU SHARE

- [ ] The problem and intended users are clear.
- [ ] First-version priorities are separated from later ideas.
- [ ] Existing systems and decision makers are listed.
- [ ] Budget and timing reflect what is known today.
- [ ] Passwords and confidential customer data are left out.

Ready to talk through the project?

contact@juniorplatforms.com juniorplatforms.com

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