5W+H
Templated note taking

1. What

- 1 Do we want to solve? .....
- 2 Decision do we need to make? .....
- 3 Is the situation? .....
- 4 Result is our objective? .....

Follow
- 1 Problem
- 2 Decision
- 3 Situation
- 4 Project

2. Why

- 1 Do we need to solve this problem?
- 2 Do we need to make a decision?
- 3 Do we need to spend time on this situation?
- 4 Do we want to realize this project result / is this strategic?

3. Who

- 1 Should solve this problem?
- 2 Will be effected by this decision?
- 3 Does it concern / should take action?
- 4 Are the stakeholders / should be in the project team?

4. Where

- 1 Are we going to implement the solution?
- 2 Will the decision be made effective?
- 3 Is the situation precisely located?
- 4 Are we going to organize it?

5. When

- 1 Should the problem be resolved?
- 2 Should the decision be implemented?
- 3 Do we want this situation to end?
- 4 Should the project be finished?

How 6. (to break up)

- 1 Will we solve the problem?
- 2 Are we going to implement the
- 3 We going to take charge of the situation?
- 4 Are we going to succesfully realize the project / find budget for the project?

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- Milestone 1 or Step 1
  - Task 1
  - Task 2
  - Etc.
- Milestone 2 or Step 2
  - Task 1
  - Task 2
  - Etc.
- Milestone 3 or Step 3
  - Task 1
  - Task 2
  - Etc.
- And so on