Implementation of a Project Deliverable (PD)  
A Checklist

These questions will assist you in examining the acceptance and utilization of a PD:

Relative Advantage

☐ Why is the PD better than what is currently being used or done? What are the benefits?

☐ Who will gain from the using the PD?

☐ Who perceives they will experience “losses” or hardship by adopting the PD?

☐ How might I emphasize the PD's benefits to all stakeholders?

Compatibility

☐ In what ways is the PD consistent with current practice or thinking? How can this be demonstrated?

☐ How can I show that the PD meets the needs of a particular group?

☐ Is the PD a better way to reach an already commonly shared goal?

☐ What group(s) would naturally endorse the PD and agree with its goals and actions?

Complexity

☐ Is the PD easy to understand by others?

☐ Can the PD be explained clearly to many different stakeholders?

☐ Does the PD take a long time to communicate to others? Might the time be shortened?

☐ How might the PD be made simpler and easier to understand? What points might be clarified?

☐ Can I demonstrate the ease of use of the PD?
Trial-ability

☐ Are there means for early adopters to try out the PD before deciding to use the whole PD?

☐ How might you encourage adopters to try out part of your PD?

☐ How might you change or modify your PD to make it more easily tried?

Observe-ability

☐ Can the PD be made more visible to others? How?

☐ How might I make the PD easier for others to understand?

☐ How might I best communicate the PD?

☐ Are there good reasons for not making the PD visible now?

Other questions to help gain acceptance for your PD

☐ What other resources could be of assistance? How might I best put them to use?

☐ What important obstacles must be considered in implementing the PD? What could be done to overcome them?

☐ Will the PD create new challenges or opportunities? How might you deal with them?

☐ What first steps might be taken to initiate action? What might be some next steps?

☐ How might I build some feedback into the PD so that future action can be taken to correct, improve or modify the approach?