

Challenge/Project Formulation Worksheet

1. Challenge/Project Organization and Owner
Include Agency, Org, Etc.
2. Problem/Project Statement
1-2 sentences describing your problem
3. Background/Context of Problem
1-2 paragraphs' describing why this is an issue and important to solve. Consider the solver audience may have limited domain knowledge.
4. Describe your desired successful outcome with measurable performance parameters.
*Measurable Performance
Examples:
Mass ½ of baseline.
Algorithm speed increase 3x
Power required reduced 50%*
5. How much funding/resources do you estimate to get to this outcome using traditional methods? *Note method used (existing resources, new procurement, SBIR, etc).*
*Estimate dollar and/or labor required to get the desired successful outcome. If possible provide, # of labor hrs/assumed labor rates.
Example: 1 FTE for 3 months.
Assume \$75K/YR.*
6. How much do you have for this project using CoECI Toolkit?
List organizational funding sources.
7. Are there any schedule constraints?
Need dates for final solution, etc.
8. Define requirements: 3-5 minimum and be as specific as possible.
Avoid parameters that cannot be defined, measured or bounded (i.e. usable, lightweight, satisfactory, cost-effective etc.)
9. Are there known approaches/solutions you want to exclude?
Current method, previously evaluated solutions, etc.
10. List any groups/funding/ tools/data/etc needed.
In order to fully use/ implement any of the outcomes from this project, sometimes other personnel/groups are required.