

Initiative Backlog Worksheet

Whenever you start a new initiative, you'll want to create a backlog.

Instead of thinking of your new initiative as an entire scope or a single goal, break it down into individual outcomes and use those to form a backlog before breaking down the highest priority items so you have something small you can get on with.

First write down the vision, purpose or goal.

Vision, purpose or goal

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Next, break that goal down into OUTCOMES that contribute to the overall vision.

Outcomes should represent the benefit it provides customers not the feature that will provide them with the benefit.

Priority Outcomes that contribute towards the vision, purpose or goal

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Now break down the highest priority outcome into small tasks, (aim for a few days or less.) Remember to include anything you need to do for later outcomes that needs to be done now.

Priority	Tasks necessary to deliver the highest priority outcome