

Slaying Assumptions Toolkit

Assumptions are often the unseen forces behind project plans. They shape timelines, budgets, and deliverables. But when left unchecked, unclear assumptions can derail projects, leading to delays, cost overruns, and compromised quality. This toolkit is designed to help you proactively manage assumptions to ensure project success.

Managing Assumptions: A Practical Guide

1 Turn Assumptions into Hypotheses

Translate assumptions into testable statements. E.g. instead of assuming that data quality will be "good," frame it as, "The data will meet X standard, and if it doesn't, we will..."

2 Identify Customer Dependencies

Clearly define what you expect from the customer. For instance, "The customer will provide data that meets X criteria before work starts."

3 Test Assumptions Early

Test the feasibility of your assumptions as early as possible. If assumptions seem uncertain, treat them as risks and plan accordingly.

4 Manage Assumptions as Risks

Evaluate assumptions for their potential impact on the project. Develop contingency plans for assumptions that could delay timelines or inflate costs.

5 Document & Communicate Clearly

Keep all assumptions well-documented and ensure they are shared with all stakeholders. Open and transparent communication helps ensure that everyone is on the same page.

6 Iterate & Update

As projects evolve, revisit and update assumptions to reflect new insights or changing project conditions.

A Model to Test and Evaluate Assumptions

