

Outline for SCDOT Problem Statement Form

I. Problem Title

A suggestion title, in as few words as possible.

II. Research Problem Statement

A statement of the general problem or need explaining the background information on how the problem or need arose and its significance to the Department. (Why does this subject need to be studied?)

III. Research Objective and Deliverables

A statement of the specific research objective, defined in terms of the expected final product that relates to the research problem statement in Part II. Define specific tasks necessary to achieve the research objective. (What is the goal of the study and specific steps needed to obtain the goal?) List what deliverables would be expected at the end of study.

IV. Specific Results and Payoff Potential

A statement of the expected specific results that would be recognized through achievement of the stated objectives and a statement of the potential payoff in terms of cost / benefit from the achievement of the project objectives should be given. (What results would be achieved and how would the results benefit the Department?)

V. Implementation

A statement of how the project will be implemented including who (department, unit, personnel) will benefit from achieving the research objectives. (How will the results be used and who will benefit from this project?)

VI. Champion

Submitter and specific detail, as applicable, on affiliation (i.e.: Department, unit, etc.)