***Instructions:*** *This project assessment should be leveraged on a regular basis to audit existing projects and determine if there is additoinal support needed to help ensure project IMPACT is achieved. This is a working document and should be modified to add additional criteria as it is discovered/defined. After completing the assessment, rank order all findings* *towards* *determining which findings may need to be addressed in a Remediation Plan.*

**Project Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Y** | **N** | **R**  **A**  **N**  **K** |
| **Project Performance** | | |  |
| The project is being delivered within the estimated cost, plus or minus the tolerance.  ***Evidenced by:*** *PPM documentation, business case, status report* |  |  |  |
| The project is on track to be delivered within its deadline, plus or minus the tolerance.  ***Evidenced by:*** *PPM documentation, project schedule, business case, status report* |  |  |  |
| The scope is clearly defined and understood by all stakeholders and project team members.  ***Evidenced by:*** *project scope statement, stakeholder interviews, requirements* |  |  |  |
| All the major deliverables are tracking to be completed and accepted according to the plan. (Some minor ones, or minor functionalities, might not be delivered.)  ***Evidenced by:*** *business case, project schedule, status report* |  |  |  |
| All interim milestones and check points are clear, and all stakeholders know the schedule, scope, and budget expected for each of those milestones.  ***Evidenced by****: project schedule, business case, status report* |  |  |  |
| The overall quality is acceptable. (It does not have to be perfect.)  ***Evidenced by:*** *project documentation, quality plan* |  |  |  |
|  |  |  |  |
| **Project IMPACT** | | |  |
| The project benefits and goals are clearly defined.  ***Evidenced by:*** *business case* |  |  |  |
| The project has clearly defined success criteria and metrics to defined to measure project IMPACT (return on investment) upon completion.  ***Evidenced by:*** *business case* |  |  |  |
| The project is on track to deliver the intended business IMPACT.  ***Evidenced by:*** *business case and value metrics* |  |  |  |
| The project is on track to meet the success criteria and value metrics.  ***Evidenced by:*** *business case, value metrics, project schedule* |  |  |  |
|  |  |  |  |
| **Project Management Process** | | | |
| There is a communications plan that clearly articulates the project status and all stakeholders (impacted by or can impact) understand the status.  ***Evidenced by:*** *communications plan* |  |  |  |
| The project schedule is thorough, provided enough detail to effectively manage the work and resources, and is kept up to date.  ***Evidenced by:*** *project schedule* |  |  |  |
| The project risks are clearly documented and communicated with all stakeholders and risk management plans are defined for critical risks.  ***Evidenced by:*** *risk register* |  |  |  |
| The project sponsor is actively engaged and involved in the project, supporting project delivery.  ***Evidenced by:*** *project meetings, sponsor knowledge* |  |  |  |
| The project manager has the tools and resources necessary to effectively manage the project and knows how to use them.  ***Evidenced by:*** *use of the tools, templates, and resources; project performance* |  |  |  |
| The project manager has the capacity to effectively manage the project to deliver intended outcomes under current performance constraints.  ***Evidenced by:*** *project performance* |  |  |  |
| The roles for all stakeholders (team members, decision makers, and those impacted) are clearly defined and everyone knows what is expected of them.  ***Evidenced by:*** *roles and responsibilities documentation and confirmed understanding* |  |  |  |
| Has a project stakeholder assessment been performed to identify stakeholders and engagement strategies?  ***Evidenced by:*** *stakeholder engagement plan* |  |  |  |
| Are the mechanisms for escalating questions, concerns, and problems clear and being followed by the team?  ***Evidenced by:*** *Status reporting* |  |  |  |
| Is the project management process being followed?  ***Evidenced by:*** *completed deliverables that are easy to find and understand* |  |  |  |