INITIAL PROJECT ASSESSMENT EVALUATION

Agency Name:			
Project Name:			
Analyst Name(s):		**Evaluation Date:**	

Note: Use risk descriptions as a guide. Use own discretion for ratings based on knowledge of the project. Deviations from the ratings matrix should be noted. If not applicable, leave rating blank.

No.	CRITERIA	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
Deliverables							
1	Used Tools as Published	Minimum data set different.	Minimum data set, for the most part, is the same.	Minimum data set completely satisifed.	1		Agency used three internal tools. Requested agency to resubmit new versions that comply with the minimum data set.
2	Includes All Required Signatures	No		Yes	1		Executive Sponsor signature is missing on the Acquisition Plan. Requested agency to resubmit a new version that identifies all required signatures.
Initial Planning (Project, Communication, Configuration, Performance, Risk, Acquisition)							
3	Project Approval	Indicators exist that point to project initiation without LBB and QAT project approval.	Project was initiated without LBB *or* QAT project approval.	Project was initiated following LBB and QAT project approval.	1		
4	Initial Plans	All initial plans not submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan applies to vendor solicitation only.	Some initial plans not submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan applies to vendor solicitation only.	All initial plans submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan applies to vendor solicitation only.	1		
5	Project Performance History	Implemented no major IR project or has poor IR project history.	Implemented 5 or more major IR projects or has moderately successful major IR project history.	Implemented 10 or more major IR projects or has successful major IR project history.	1		
6	Governance Maturity	No formal governance process in place.	Formal governance process has been considered, but no plan is in place.	Formal governance process is executed and plan for process improvements are in place.	1		
7	Project Team Size	>20 members	10 to 20 members	<10 members	1		

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8	Performance Measures Management	No performance management methodology being used.	A methodology has been considered, but no plan is in place.	A methodology is being used and process improvements are in place.	1		
9	Project Length of Time	>48 months	18-48 months	12-18 months	1		
10	Total Project Cost	$15 Million +	$6 Million - $14 Million	$1Million - $5 Million	1		
11	Risk Management	No comprehensive risk management process and plan in place.	Risk management has been considered, but no comprehensive plan in place.	Risk management has been conducted and comprehensive plans are in place for additional analysis.	1		
12	Communication Management	No comprehensive communication management process and plan in place.	Communication management has been considered, but no comprehensive plan in place.	Communication management is executed and comprehensive plans are in place for additional improvements.	1		
13	Funding Sources and Constraints	Budget allocation in doubt or subject to change without notice.	Some questionable allocations or doubts about availability.	Funds allocated without constraints.	1		
14	Stakeholders Identified, Requirements Identified, Finalized and Approved	No stakeholders or requirements have been identified, or stakeholders not finalized and approved.	Stakeholders identified, project requirements identified but not final or approved.	Stakeholders and requirements are identified, finalized and approved.	1		
15	Deliverables Acceptance	Clear deliverables acceptance process and expectations not identified, and not comprehensively defined.	Clear deliverables acceptance process and expectations somewhat identified, and somewhat defined.	Clear deliverables acceptance process and expectations identified, and comprehensively defined.	1		
16	Performance Management	Clear process not identified. No performance measures identified, or acceptance testing process undefined.	Process somewhat identified. Limited performance measures or acceptance testing process defined.	Clear process identified with performance measures and acceptance testing process clearly defined.	1		
17	Developed in Partnership with Other Organization(s) or Agencies	Involvement of other organizations/agencies is high or undefined.	Involvement of other organizations/agencies is high, but roles have been somewhat defined.	Involvement of other organizations/agencies is defined and manageable.	1		

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18	Project Management Methodology and Systems Development Methodology Maturity	Project management or systems development methodology (if applicable) in place.	Project management or systems development methodology (if applicable) considered, but no plan is in place.	Project management or systems development methodology (if applicable), and plan for process improvements, are in place.	1		
19	Tools and Technology Maturity	Leading edge (in operation for less than one year) or aged technology (over 5 years old)	State-of-the-art (in operation from 1-3 years)	Mature technology, well-established and proven (in operation 3-5 years).	1		
20	Project Manager In Relation to Contractor	Project manager is a contractor.		Project manager is an agency employee, with full authority to manage the project.	1		
21	Project Manager Commitment	Project manager is not committed to project full-time, must split time among several other duties.		Project manager is committed full-time to this project.	1		
22	Management Review Process	No management review process in place, or process appears very weak.	Process in place but lacking controls and management involvement doubtful.	Process in place, effective and executive management heavily involved.	1		
23	Independent Project Review	No project review by Internal Audit (IA), Software Quality Assurance (SQA) group, IV&V specialist, or other source.	Project review by IA, SQA group, IV&V specialist, or other source not well defined and/or only advisory in nature.	Comprehensive and independent review by IA, SQA group, IV&V specialist, or other source.	1		
24	Configuration Management	No comprehensive configuration management process and plan in place.	Configuration management has been considered, but no comprehensive plan in place.	Configuration management is executed and comprehensive plans are in place for additional improvements.	1		
25	Change Control	No comprehensive change control process and plan in place.	Change control has been considered, but no comprehensive plan in place.	Change control is executed and comprehensive plans are in place for additional improvements.	1		

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26	Problem Resolution	No comprehensive problem resolution process and plan in place.	Problem resolution has been considered, but no comprehensive plan in place.	Problem resolution is executed and comprehensive plans are in place for additional improvements.	1		
27	Project Cost Accounting	No cost tracking process in place.	Cost tracking process has been considered, but no plan is in place.	Process in place to effectively tracks costs.	1		
28	Contractors and Consultants	No knowledge transfer plan and/or no contract management process integrated with project management process defined.	Some knowledge transfer in place or planned. Contract management process integrated with project management process in place.	Knowledge transfer plan in place and contract management process fully integrated with project management process.	1		
29	Vendor Well Established / Experienced in Chosen Technology	Startup company; neither experienced nor well established.	Established company with some experience in chosen technology.	Experienced, well established, and good financial condition.	1		
30	Type of Vendor Contract Used	Time and materials contract.	Combination or variation of the two listed types of contracts.	Deliverable based contract.	1		
	Risk Total	77 - 90 High Risk Needs Rater 2	36 - 76 Medium Risk	30 - 35 Low Risk	30	0	
Rater (1) Overall Comments:							
Rater (2) Overall Comments:							
QA Review Project Risk:							