

Project Management Maturity Assessment

Date	7-Jan-11
Company Name	Vikram Solars
Participant Name	
Emailid	
Mobile No	
Designation	

S.No.	Question	Answer
1	Do you make project charter? If yes then who signs the project charter	
2	Do you make project management plan? If yes then what are the components of your project management plan?	
3	Do you baseline anything in your project? If yes then what?	
4	What are the tools you uses to monitor project progress?	
5	What are the methods you use to control the variation from plan?	
6	Do you get change request on your project? If yes then what is nature of CR? Can you explicitly describe your change management process (yes/no)?	
7	What are actions which you perform at project closure?	
8	What are the actions you perform at phase closure?	
9	Do you collect the requirement on your project? What are the methods you use to collect the requirements? What is the output after you complete your discussions?	

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10	Do you differentiate between requirement document, project scope, product scope document? If yes then what different documents are output of define scope phase	
11	How do you track project/product requirements throughtout project life cycle?	
12	Do you make WBS on your project? If yes then who updates the WBS in project & what the WBS item attribute? Do you have control account system for WBS items?	
13	How do your customer come to know that only work requested is delivered? How they communicate discipencies to you, if any?	
14	How do you check the progress of work? Who updates the status of work? Who reports the work status?	
15	Do you differentiate between the WBS items and activities? If yes then what are attributes of activities which you generally identify on your project?	
16	What do you consider while sequencing activities?	
17	What is the meaning of project resources for you? How do you identify quantity, quality, grade, skill of resource?	
18	What technique you use to know the duration of activities? Does it varies because of skills, grade, shape, size, quantify, quality of resource?	
19	Do you understand about schedule compression? If yes, then why and how you compress the schedule?	

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20	How and when in PLC, you understand the schedule variances? Typical what do you do to control schedule?	
21	What method you use to estimate size of the work required to be done?	
22	What method you use to estimate cost of project?	
23	Do you differentiate between cost estimates and budget estimates?	
24	How and when in PLC, you understand the cost variances? Typically what do you do to control the cost?	
25	Do you know the success parameters of the project? If yes then how did you come to know about those?	
26	Do you have well defined acceptance criteria for your project?	
27	Are you fully confident that if those parameters are met as documented your project will be considered successful?	
28	Who plans the quality on your project?	
29	Has it ever happened that you met all the quality parameters and stakeholders were not happy?	
30	Does anybody performs audit on project? If yes, then what kind of audit , at what frequency, what objective and who?	
31	How does project team come to know that we have produced what we were supposed to?	

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32	Do you document, roles, responsibility, deliverables expected, skill, education, experience of the staff required for your project?	
33	How do you motivate your project staff? What are those two important things for which they can go extra mile with you?	
34	What do you do if acquisition of resources get delayed?	
35	On your project who is responsible for conflict management?	
36	How and when you give feedback to your team & team members? What data you use for team members's appraisal? At what frequency those appraisal happens? Do you think appraisal means salary increase only?	
37	What is the meaning of stakeholders for you? Can you please write down all stakeholders and their attributes & expectations at one place?	
38	Who plans the communication on your project? What is the communication plan on your project?	
39	Who is responsible for communication on the project? What methods/technologies are used for communication? Do you feel any improvement is required in tools?	
40	Do you understand the who, when and how of your project communication?	
41	What are the sources used to collect the data and compile reports?	
42	Do you plan risk management on your project?	

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43	What do you do to identify the risk on your project?	
44	Does your organization has risk database and predefined risk response plan?	
45	What are the different sources of risk on your project?	
46	How do you prioritize your project risk and funding requirments for risk management activities?	
47	Do you have documented risk mitigation and contingency plan?	
48	Do you understand the difference between mitigation and contingency plan?	
49	When do you create your risk management plan and when do you update that, if any?	
50	Do you procure anything on your project?	
51	Do you think that procurment means buying product, services or results which project team cannot make?	
52	Do you think that you are not responsible for procurement and only admin need to bother about it?	
53	Who plans the procurment on your project?	
54	Who ensure the follow up and timely procurement?	
55	Does any procurement audit happens on your project?	
56	How and when do you ensure that only those things which are requested are being procured?	
57	When do you consider that procurment is complete	

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S.No.	Question	Answer
58	Please write down the list of organizational process assets available in your organization	
59	Please write down the list of environmental factor which constraints your project management options?	
60	Write down attributes of projects but they are not attribute of operations?	