

DC1001/10 Research website

**Project approach questionnaire (PAQ)**

PHASE 1: PRE-PROJECT (AND FEASIBILITY)

# Purpose of this document

DSDM handbook 8.3.2 Outline Plan; Appendix C 2.2.1   
Document template version 0.3

* Explore characteristics of the project, people and organisation in the context of how the DSDM agile project management approach should be applied.
* Help identify potential areas of risk that should be considered and addressed moving forwards.

# Quality criteria

* Has the project approach questionnaire been completed with input from key personnel representing the business, solution and management aspects of the project?
* Is the assessment considered by all parties to be realistic, without being unduly optimistic or pessimistic?
* Is it clear how the risks and issues identified by the responses to the questions will be managed and mitigated?

# Document sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Project manager** |  | yyyy-mm-dd |
| Accountable | **Business sponsor** |  |  |
| Consulted | All roles |  |  |
| Verified | Technical coordinator |  |  |
|  | Business visionary |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | yyyy-mm-dd |
|  |  |  |  |  |
|  |  |  |  |  |

# Questionnaire

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Statement** | Strongly agree | Agree | Neutral | Disagree | Strongly disagree |
| **1** | The business driver behind the project is clearly stated and is visible to all members of the project team |  |  |  |  |  |
| **2** | The business sponsor and/or business visionary demonstrate clear ownership of the project. |  |  |  |  |  |
| **3** | The business sponsor, business visionary and technical coordinator all understand and accept the DSDM Atern philosophy |  |  |  |  |  |
| **4** | The development has a clearly-defined timescale |  |  |  |  |  |
| **5** | The requirements can be prioritised and there is flexibility to accept that not all requirements are 'must have' requirements |  |  |  |  |  |
| **6** | Requirements have been defined at a high level at the outset of the project, and it is acknowledged that changes are likely during development |  |  |  |  |  |
| **7** | It is accepted that the detail of both the requirements and the solution will emerge as the project progresses |  |  |  |  |  |
| **8** | The business sponsor and business visionary are aware of the importance of active business involvement and have the willingness and authority to commit appropriate business resources to the project as required. |  |  |  |  |  |
| **9** | The business ambassadors are sufficiently empowered to guide the day to day evolution of the solution |  |  |  |  |  |
| **10** | The solution developers are sufficiently empowered to provide the best solution they can from a business perspective within pre-agreed architectural constraints. |  |  |  |  |  |
| **11** | Solution development resources are allocated at an appropriate level and the team will be largely stable throughout the project (or, at least, throughout each increment). |  |  |  |  |  |
| **12** | The project team and solution development team are able to adopt the roles and responsibilities within DSDM Atern |  |  |  |  |  |
| **13** | It will be possible for the solution developers to have easy access to business ambassadors and business advisors throughout the project. |  |  |  |  |  |
| **14** | The solution development team (including both business and solution development resources) will have the appropriate collective knowledge and/or technical skills to deliver the solution. |  |  |  |  |  |
| **15** | The solution development team (including both business and solution development resources) will have the appropriate soft skills (communication, negotiation etc.) to work effectively with each other and those around them. |  |  |  |  |  |
| **16** | Strategies for continuous communication and collaborative working practices are sufficient to clearly support iterative development of the solution |  |  |  |  |  |
| **17** | The development technology tools and techniques support an iterative approach to solution development |  |  |  |  |  |
| **18** | There are no technical, contractual or other constraints to prevent the solution being broken into increments for development and delivery (even if the products of such increments are not deployed immediately) |  |  |  |  |  |
| **19** | All project participants understand and accept that on-time delivery of an acceptable solution is the primary measure of success for the project |  |  |  |  |  |
| **20** | All parties accept that continual assessment of the fitness for purposes of all deliverables during development is essential |  |  |  |  |  |
| **21** | There are no mandatory standards or practices in force that will work against the evolution of a solution from a baselined set of high level requirements |  |  |  |  |  |