**PROJECT INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project ID** | **Project Manager** |
|  |  |  |
| **Business Process Owner** | **Project Sponsor** | **Project Executive Sponsor** |
|  |  |  |

**PROJECT VENDOR/CONTRACTOR(S)**

|  |  |
| --- | --- |
| **Vendor/Contractor(s) Being Assessed** | **Vendor/Contractor(s) Roles** |
| *List vendor/contractor name(s):* | *List roles for each vendor/contractor: i.e. deliverable owner, SME* |

**VENDOR/CONTRACTOR(S) PERFORMANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Milestone Performance** | | | |
| *Describe milestone* | | | |
| **Scope** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Quality** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Schedule** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Cost** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Milestone Performance** | | | |
| *Describe milestone* | | | |
| **Scope** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Quality** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Schedule** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Cost** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Milestone Performance** | | | |
| *Describe milestone* | | | |
| **Scope** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Quality** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Schedule** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |
| **Cost** | **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | | |

**VENDOR/CONTRACTOR DYNAMICS**

|  |  |  |
| --- | --- | --- |
| **Communication** | | |
| **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | |

|  |  |  |
| --- | --- | --- |
| **Collaboration** | | |
| **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | |

|  |  |  |
| --- | --- | --- |
| **Decision Making** | | |
| **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | |

|  |  |  |
| --- | --- | --- |
| **Leadership** | | |
| **☐ Exceeds Expectations** | **☐ Meets Expectations** | **☐ Needs Improvement** |
| Comments | | |

**STRENGTHS**

|  |
| --- |
|  |

**WEAKNESSES**

|  |
| --- |
|  |

**AREAS FOR DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| **Area** | **Approach** | **Actions** |
|  |  |  |
|  |  |  |

**ADDITIONAL COMMENTS**

|  |
| --- |
| Would you hire this vendor/contractor again? |