

PROJECT MONITORING 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 rating						
No.	CRITERIA	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2
Deliverables						
1	Used Tools as Published	Minimum data set different.	Minimum data set, for the most part, is the same.	Minimum data set completely satisfied.	1	
2	Includes All Required Signatures	No		Yes	1	
Project Monitoring						
3	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	
4	Project Team Size	>20 members	10 to 20 members	<10 members	1	
5	Performance Measures Management	No experience with performance management methodology or no methodology being used.	Somewhat experienced with a methodology or methodology being used but not followed completely.	Very experienced with methodology and methodology being used and followed.	1	
6	Project Length of Time	>48 months	18-48 months	12-18 months	1	
7	Total Project Cost	\$15 Million +	\$4 Million - \$14.99 Million	\$1Million - \$5 Million	1	
8	Risk Analysis and Risk Management Process	No risk analysis process and plan in place.	Risk analysis has been considered, but no plan in place.	Risk analysis has been conducted and plans are in place for additional analysis.	1	
9	Communication Management	No communication management process and plan in place.	Communication management has been considered, but no plan in place.	Communication management is executed nd plans are in place for additional improvements.	1	

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No.	CRITERIA	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2
10	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	
11	Users Identified, Requirements Identified, Finalized and Approved	No users or requirements have been identified, or users not finalized and approved.	Users identified, project requirements identified but not final or approved.	Users and requirements are identified, finalized and approved.	1	
12	User Acceptance	No evaluation of expected user acceptance or users have not accepted any deliverables to date.	Users have accepted most of the deliverables implemented to date.	Users have accepted all of the deliverables implemented to date.	1	
13	Developed in Partnership with Other Organization(s)	Involvement of other organizations is high or undefined.	Involvement of other organizations is high, but roles have been somewhat defined.	Involvement of other organizations is defined and manageable.	1	
14	Experience with Project Management Methodology and Systems Development Methodology If Applicable	No experience with project management or systems development methodology, or no methodology being used.	Somewhat experienced with a methodology or methodology being used but not followed completely.	Very experienced with methodology and methodology being used and followed.	1	
15	Maturity of Tools and Technology	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	
16	Project Manager Commitment	Manager is not committed to project full-time, must split time among several other duties, or is a contractor.	Manager is assigned to project most of the time with a few other duties.	Manager is committed full-time to this project.	1	
17	Project Manager Experience	Project manager has little or no experience or does not have expertise with similar projects and methodologies.	Project manager has experience in other areas but training is needed.	Project manager is highly trained and experienced with similar projects and methodologies.	1	
18	Management Review Process	No management review process in place, or process very weak and no executive involvement.	Process in place but lacking controls and management involvement doubtful.	Process in place, effective and executive management heavily involved.	1	
19	Independent Project Review	No project review by Internal Audit and/or Software Quality Assurance group	Project review by IA or SQA group not well defined and/or only advisory in nature.	Comprehensive and independent review by Internal Audit or Software Quality Assurance group.	1	
20	Experience with Configuration Management, Change Control and Problem Resolution Processes	No configuration or change control process in place, no experience with change management or not being used.	Somewhat experienced with change management, controls in place but not used effectively or ignored.	Experience with process, procedures or process in place, and used effectively.	1	

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No.	CRITERIA	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2
21	Project Cost Accounting	No cost tracking process in place.	Process in place but lacking controls and commitment.	Process in place and effectively tracks costs.	1	
22	Sufficient Staff Time Available	Project is not fully staffed or the resources needed are not yet identified.	Staff available but not adequate for project, or must split time.	Total staff available for the duration of the project.	1	
23	Contractors and Consultants	No knowledge transfer plan and/or no contract management process defined.	Some knowledge transfer in place or planned. Contract management process in place.	Knowledge transfer plan in place and skilled contract managers on the project.	1	
24	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	
25	Type of Vendor Contract Used	Time and materials contract.	Combination or variation of the two listed types of contracts.	Deliverable based contract.	1	
26	Performance and Product Acceptance Process	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	
27	Executive Sponsorship	Agency Head has no involvement with review gate approval. Executive Sponsor(s) not identified or have little involvement with the project.	Agency Head has limited involvement Executive sponsor(s) identified, but have limited involvement with the project.	Agency Head is highly engaged. Executive sponsor(s) are identified and are proactively championing delivery of the project.	1	
28	Project Closure Management	No formal project closure process in place.	Formal project closure processes have been considered, but are not documented.	Formal project closure has been conducted and plans for post implementation evaluation of business outcomes are in place.	1	
	Risk Total	66 - 84 High Risk Needs Rater 2	46 - 65 Medium Risk	28 - 45 Low Risk	28	0
Rater (1):						
Rater (2):						

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s matrix should be noted.
Comments
Agency used three internal tools. Requested agency to resubmit new versions that comply with the minimum data set.
Executive Sponsor signature is missing on the Acquisition Plan. Requested agency to resubmit a new version that identifies all required signatures.

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Comments

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[illegible]