

POST-PROJECT EVALUATION

| Agency Name: | | | | | | | |
|--|----------------------------------|---|--|--|---------|---------|--|
| Project Name: | | | | | | | |
| Analyst Name(s): | | | | Evaluation Date: | | | |
| Note: Use 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 the rating blank. | | | | | | | |
| No. | Criteria | High Rating (3) | Medium Rating (2) | Low Rating (1) | Rater 1 | Rater 2 | Comments |
| Deliverable | | | | | | | |
| 1 | Used Tool as Published | Minimum data set different. | Minimum data set, for the most part, is the same. | Minimum data set completely satisfied. | | | Agency used an internal tool. Requested agency to resubmit new versions that comply with the minimum dataset. |
| 2 | Includes All Required Signatures | No | | Yes | | | Executive Sponsor signature is missing. Requested agency to resubmit a new version that identifies all required signatures. |
| Closure | | | | | | | |
| 3 | Project Closure | Did not successfully close project. | Somewhat closed project. | Successfully closed project. | | | |
| 4 | Demonstration | Cannot successfully demonstrate use of deliverables defined within the project scope. | Can somewhat demonstrate use of deliverables defined within the project scope. | Can successfully demonstrate use of deliverables defined within the project scope. | | | |

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|---|---------------------------------|--|--|---|--|--|--|
| 5 | Product/Service Acceptance | No deliverables defined within the project scope were accepted. | Most deliverables defined within the project scope were accepted. | All deliverables defined within the project scope were accepted. | | | |
| Business Outcomes | | | | | | | |
| 6 | Business Problem Resolution | Analysis results indicate anticipated outcomes did not fully resolve the business problem. | Analysis results indicate anticipated outcomes somewhat resolved the business problem. | Analysis results indicate anticipated outcomes fully resolved the business problem. | | | |
| 7 | Improve Client Services | Improved delivery of services to clients. | Somewhat improved delivery of services to clients. | No impact on delivery of services to client. | | | |
| 8 | Performance Measurement Results | Did not achieve performance measurement results expected to be achieved at this point. | Somewhat achieved performance measurement results expected to be achieved at this point. | Fully achieved performance measurement results expected to be achieved at this point. | | | |
| Project Quality, Scope, Cost, and Schedule | | | | | | | |
| 9 | Project Quality | Satisfied quality standards defined for the project. | Somewhat satisfied quality standards defined for the project. | Did not satisfy quality standards defined for the project. | | | |
| 10 | Scope | Significant deviation from <i>initial</i> project scope. | Moderate deviation from <i>initial</i> project scope. | No deviation from <i>initial</i> project scope. | | | |
| 11 | Cost | Significant deviation from <i>initial</i> cost baseline. | Moderate deviation from <i>initial</i> cost baseline. | No deviation from <i>the initial</i> cost baseline. | | | |

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|------------------------------------|---------------------|--|---|---|--|--|---|
| 12 | Schedule | Significant deviation from <i>initial</i> schedule baseline. | Moderate deviation from <i>initial</i> schedule baseline. | No deviation from <i>initial</i> schedule baseline. | | | |
| | Rating Total | 27 - 36 High | 15 - 26 Medium | 11 - 14 Low | | | Could be "11" because QAT requested no demonstration. |
| Rater (1) Overall Comments: | | | | | | | |
| Rater (2) Overall Comments: | | | | | | | |