

Initial Project Assessment 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 ratings matrix should be noted. If not applicable, leave rating blank.	

No.	Criteria	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
Deliverables							
1	Used Tools as Published	Minimum data set is different.	Minimum data set, for the most part, is the same.	Minimum data set is completely satisfied.			
2	Includes All Required Signatures	No		Yes			
Initial Planning (Project, Communication, Configuration, Performance, Risk, Acquisition)							
3	Project Approval	Indicators exist that point to project initiation without Legislative Budget Board's (LBB) and QAT project approval.	Project was initiated with LBB or QAT project approval (not both).	Project was initiated following LBB and QAT project approval.			
4	Initial Plans	All initial Framework documents not submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan	Some initial Framework documents not submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan	All initial Framework documents submitted before 10% allocated funds spent or vendor solicitation issued. Note: Acquisition Plan			

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		applies to vendor solicitation only.	applies to vendor solicitation only.	applies to vendor solicitation only.			
5	Project Performance History	Implemented no major IR project or has poor IR project history.	Implemented 5 or more major IR projects or has moderately successful major IR project history.	Implemented 10 or more major IR projects or have successful major IR project history.			
6	Governance Maturity	No documented governance process in place.	Governance process has been considered, but no documented plan is in place.	Documented governance process is executed, and a plan for process improvements is in place.			
7	Project Team Size	>20 members	10 to 20 members	<10 members			
8	Performance Measures Management	No performance management methodology being used.	A methodology has been considered, but no plan is in place.	A methodology is being used, and process improvements are in place.			
9	Project Length of Time	>48 months	18-48 months	12-18 months			
10	Total Project Cost	\$15 Million +	\$6 Million - \$14 Million	\$5 Million-			
11	Risk Management	No comprehensive risk management process and plan in place.	Risk management has been considered, but no comprehensive plan is in place.	Risk management has been conducted and comprehensive plans are in place for additional analysis.			

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12	Communication Management	No comprehensive communication management process and plan in place.	Communication management has been considered, but no comprehensive plan is in place.	Communication management is executed, and comprehensive plans are in place for additional improvements.			
13	Funding Sources and Constraints	Budget allocation in doubt or subject to change without notice.	Some questionable allocation or doubts about availability.	Funds allocated without constraints.			
14	Stakeholders and Requirements	No stakeholders or requirements have been identified, or stakeholders not finalized and approved.	Stakeholders and project requirements identified but not final or approved.	Stakeholders and requirements are identified, finalized, and approved.			
15	Deliverables Acceptance	Clear deliverables acceptance process and expectations are not identified or comprehensively defined.	Some clear deliverables acceptance process and expectations identified and defined.	Clear deliverables acceptance process and expectations are identified and comprehensively defined.			
16	Performance Management	Clear process not identified. No performance measures are identified, or acceptance testing process is undefined.	Process somewhat identified. Limited definition in performance measures or acceptance testing process.	Clear process identified with performance measures and an acceptance testing process clearly defined.			
17	Partnership with Other Organization(s), Agencies, and/or Entities	Involvement of other organizations/agencies is high or undefined.	Involvement of other organizations/agencies is high, but roles have been somewhat defined.	Involvement of other organizations/agencies is defined and manageable.			
18	Project Management	Project management or systems	Project management or systems development	Project management or systems development			

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	Methodology and Systems Development Methodology Maturity	development methodology (if applicable) is in place.	methodology (if applicable) is considered, but no plan is in place.	methodology (if applicable) and a plan for process improvements are in place.			
19	Tools and Technology Maturity	New (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, well-established, and proven technology (in operation 3-5 years).			
20	Project Manager In Relation to Contractor	Project manager is a contractor.		Project manager is an agency employee with full authority to manage the project			
21	Project Manager Commitment	Project manager is not committed to the project full-time and splits time among several other duties.		Project manager is committed full-time to the project.			
22	Management Review Process	No management review process in place, or the process appears weak.	Process in place, but it's lacking controls, and management involvement is doubtful.	Process is in place and effective, and executive management is actively involved.			
23	Independent Project Review	No project review by Internal Audit (IA), Software Quality Assurance (SQA) group, Independent verification, and validation (IV&V) specialist, or other source.	Project review by IA, SQA group, IV&V specialist, or other source is not well-defined and/or only advisory in nature.	Comprehensive and independent review by IA, SQA group, IV&V specialist, or other source.			

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24	Configuration Management	No comprehensive configuration management process and plan are in place.	Configuration management has been considered, but no comprehensive plan is in place.	Configuration management is executed, and comprehensive plans are in place for additional improvements.			
25	Change Control	No comprehensive change control process and plan are in place.	Change control has been considered, but no comprehensive plan is in place.	Change control is executed and comprehensive plans are in place for additional improvements.			
26	Problem Resolution	No comprehensive problem resolution process and plan are in place.	Problem resolution has been considered, but no comprehensive plan is in place.	Problem resolution is executed, and comprehensive plans are in place for additional improvements.			
27	Project Cost Accounting	No cost tracking process is in place.	Cost tracking process has been considered, but no plan is in place.	Process in place and in use to effectively tracks costs.			
28	Contractors and Consultants	No knowledge transfer plan and/or no contract management process integrated with project management process has been defined.	Some knowledge transfer is in place or planned, and a contract management process integrated with project management process is in place.	Knowledge transfer plan is in place and contract management process is fully integrated with the project management process.			
29	Vendor Well-Established / Experienced in	Startup company that is neither experienced nor well-established.	Vendor is established with some experience in chosen technology.	Vendor is experienced, well-established, and in			

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	Chosen Technology			good financial condition.			
30	Type of Vendor Contract Used	Contract is time and materials.	Contract used is a combination or variation of the two listed types.	The contract is deliverables based.			
	Risk Total	77 - 90 High Risk (Needs Rater 2)	36 - 76 Medium Risk	30 - 35 Low Risk			

Rater (1) Overall Comments:	
Rater (2) Overall Comments:	
QA Review Project Risk:	