

POST-PROJECT EVALUATION

Agency Name:							
Project Name:							
Analyst Name(s):		Evaluation Date:					
<p>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 rating blank.</p>							
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.	1		Agency used an internal tool. Requested agency to resubmit new versions that comply with the minimum dataset.
2	Includes All Required Signatures	No		Yes	1		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.	1		
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.	1		
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.	1		
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.	1		
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.	1		
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.	1		
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.	1		
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.	1		
11	Cost	Significant deviation from <i>initial</i> cost baseline.	Moderate deviation from <i>initial</i> cost baseline.	No deviation from <i>initial</i> cost baseline.	1		
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.	1		
	Rating Total	27 - 36 High	15 - 26 Medium	11 - 14 Low	12		Could be "11" because QAT requested no demonstration.
Rater (1) Overall Comments:							
Rater (2) Overall Comments:							