

Project Assessment Framework

Briskin Consulting's Project Assessment Framework – "Project SCORE"

As a project management organization, you want to be able to:

1. Gather and apply your organization's project knowledge to improve the success of your projects.
2. Consistently and objectively assess what your projects need to succeed.
3. Provide a compelling picture to management of project prospects and performance over time.
4. Capture lessons learned during and at the end of your projects.
5. Leverage outside expertise and oversight in an efficient and enduring way.

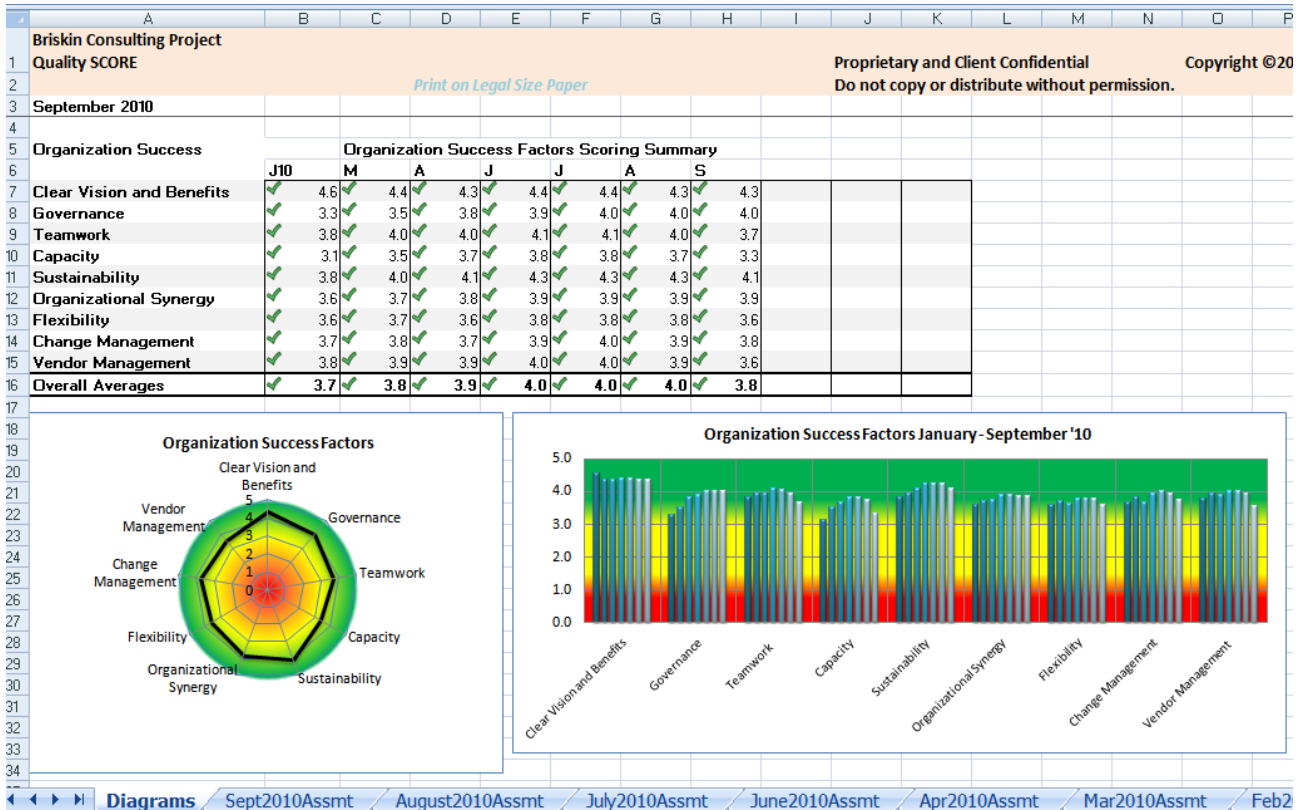
Briskin Consulting's Project Score Worksheet gathers project success factors in an organized and detailed manner. You can use this worksheet to accumulate knowledge and to prioritize, customize and apply success factors to individual projects and across your project portfolio.

1 Briskin Consulting Project Quality SCORE		Proprietary and Client Confidential		Do not copy or distribute without permission. Copyright ©2009	
2 "Knowledge is of no value until you put it into practice." Anton Chekov		Scoring is 1-5 5=Excellent, 4=Good, 3=Neutral - OK		Print on Legal Sized Paper	
3 AGENCY and Project		February 2010			
4 Knowledge Base - Success Criteria List		Observe		Review/Recommend	
5 Critical factors highlighted		Criteria	Critical or		
6 Organization Support Categories and Criteria:		Source	Imprnt	N09	F10
7	Clear Vision & Benefits			3.8	3.8
8	A clear vision ties business strategy and outcomes to project objectives	BC			4.2
9	Project management, executives, and stakeholders express the vision in similar ways	BC	I		3.8
10	Specific measurable benefits are documented and tracked	BC			4.5
11	Project scope is tied to delivering on the benefits and minimized by including only what adds value	BC			4.0
12	Expectations are set in balance with technical capacity, business realities, and risk tolerance	BC	I		2.9
13	The project strategy and approach appear to maximize its chances for success and mitigate its risks	BC	I		3.5
14					
15	Project objectives are clearly defined and understood throughout the organization	DIS 4			4.2
16	Project objectives' impact on the agency is broadly understood and accepted	DIS 4			3.3

At the start of a project, identify the success factors critical and important to the project. Add new criteria if the project brings new challenges. Complete an initial assessment to understand the project's needs for success. The assessment addresses the readiness of the organization to take on the new project, the project's unique needs, and establishes initial baselines for scope, schedule, budget, and benefits. Each success factor rated is scored.

Each project assessment, the initial and subsequent months, is retained in the spreadsheet. Scores can be tracked over time showing improvement or negative trends. SCORE assessment results are shown in a project dashboard.

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The dashboard generated can be easily copied into MS Word or PowerPoint to effectively communicate with stakeholders and management.

As the project progresses, the importance of individual success criteria change. The assessment framework can be adjusted. At the end of the project, you have a rich history of observations and recommendations that feed lessons learned. The project assessment framework can then be updated and is ready for future projects.

The project assessment framework forms the basis for internal Quality Assurance of projects. As external Quality Assurance is often a necessity (and often a desirable and effective addition), the project assessment framework serves as a way to integrate outside expertise and observations with your consistent process of assessing projects.