

## **Document: Project Assessment Summary**

The purpose of this template is to summarise how a project is performing. Actually, it is really a snapshot of how well a project is being managed.

Project managers can use this form to assess their own project performance; however, it is more likely a third party will be asked to do the assessment. The assessment looks at where the project is in its life cycle, and whether the project manager is successfully managing scope, risk, issues, communication, etc.

Note that this assessment does not look at the actual deliverables being produced. The form is looking at processes, so it is quality assurance based. For instance, instead of looking at the business requirements document, the reviewer would be interested in how the business requirements were approved. This is a part of quality management.

Even if a project is over budget and past its deadline, the project manager may be doing all he or she can in terms of maintaining proper project management processes. It may just be a case of having a poor estimate to begin with. However, if scope is not being managed, or if issues are not being resolved, or if quality is poor, these may be the signs of problems that management may need to take an interest in. This template is targeted at that summary level. Another assessment template, the End-of-Project Assessment, is available that looks at a project in much more detail.

Project Name			
<b>Project Manager:</b>		<b>Project Sponsor:</b>	
<b>Who was interviewed for this assessment?</b>		<b>Where is the project in its life cycle?</b> (Planning, Analysis, Design, Construction, Implementation, RAD Cycle 2, etc.)	
<b>Are there concerns with project management processes?</b>			
	<b>Ye s</b>	<b>N o</b>	<b>Specific Comments</b>
Project Definition			
Project Planning (Workplan)			
Workplan Management			
Budget Management			
Issues Management			
Scope Management			
Communication Management			
Risk Management			
Quality Management			
<b>Overall Comments:</b>			
<b>Recommendations:</b>			

<b>Reviewer:</b>	<b>Date:</b>