

Project Pre-Check Completion Questionnaire

Stakeholder Name:			Project Name:	Responses				Accountability					
				1 - Did not meet goals & expectations or don't know 2 - Generally met goals & expectations 3 - Completely met goals & expectations 4 - Exceeded goals & expectations 5 - Far exceeded goals & expectations				Mark an "X" below the Stakeholder most accountable for each Decision Area					
Domain	Factor	Decision Area	Description					Stakeholder One	Stakeholder Two	Stakeholder Three	Stakeholder Four	Stakeholder Five	Stakeholder Six
Change	Dimensions	Burning Platform	current conditions that necessitate a change										
Change	Dimensions	Opportunity	business opportunity or need										
Change	Dimensions	Goals	business goals & objectives										
Change	Dimensions	Worth	business worth - how much organization is willing to spend										
Change	Dimensions	Requirements	required functions, features & capabilities										
Change	Dimensions	Benefits	planned benefits - tangible & intangible										
Change	Dimensions	Locations	locations affected by change										
Change	Dimensions	Targets Dates	target completion dates & rationale for releases & total project										
Change	Dimensions	Phasing & Staging	proposed business phasing & staging opportunities & priorities for delivering required capability										
Change	Dimensions	Assumptions	assumptions & constraints applicable to the planned project										
Change	Dimensions	Volumes, Mix & Peaks	anticipated volumes, mix & peak periods for selected activities										
Change	Quality	Authorization	authorizations required for existing & new processes & activities										
Change	Quality	Audit Trail	audit trail requirements for existing & new processes & activities										
Change	Quality	Correctness	requirements for accuracy & completeness of information										
Change	Quality	Continuity	requirements for sustaining processing if problems occur										
Change	Quality	Service Levels	service level objectives for all affected services										
Change	Quality	Security	access control requirements for physical, information & human resource assets										
Change	Quality	Compliance	objectives for legislative, regulatory and corporate compliance										
Change	Quality	Ease of Use	objectives for effort required to learn & use by service & target users										
Change	Quality	Portability	requirements for transferring function across environments (e.g, laptop, PDA, cell phone)										
Change	Quality	Coupling	requirements for interfacing with other processes or functions										
Change	Quality	Scalability	requirement for handling changing volumes & complexities over time										
Change	Quality	Flexibility	requirements for changing function and capability										
Change	Quality	Localizability	requirements for different languages, cultures & conventions										
Change	Investment Evaluation	Economic Impact	the payback delivered by the change										
Change	Investment Evaluation	Competitive Advantage	value derived from new business strategy, product or service										
Change	Investment Evaluation	Strategic Fit	degree to which project supports stated strategic goals										
Change	Investment Evaluation	Competitive Risk	degree to which failure to do the project will cause competitive damage.										
Change	Investment Evaluation	Project Risk	project & organizational risk as it relates to this change										
Change	Stakeholders	Roles & Responsibilities	primary stakeholders & their roles & responsibilities										
Change	Stakeholders	Sponsor Commitment	sponsors' commitment to this change										
Change	Stakeholders	Sponsor Communication	sponsors' ability to communicate rationale & objectives of this change in a manner that encourages direct feedback										
Change	Stakeholders	Sponsor Capability	sponsors' history of successfully implementing change										

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Change	Stakeholders	Change Agent Commitment	change agents' commitment to this change													
Change	Stakeholders	Change Agent Communication	change agents' ability to identify & manage resistance													
Change	Stakeholders	Change Agent Capability	change agents' ability to understand targets' perspectives & needs and generate a high level of teamwork													
Change	Stakeholders	Target Commitment	targets' level of understanding about why change is being implemented													
Change	Stakeholders	Target Communication	targets' understanding about what is specifically expected from them													
Change	Stakeholders	Target Capability	targets' ability to effectively support the change effort													
Change	Stakeholders	Target Skill Requirements	skills required in each target group and the gaps that need to be addressed													
Environment	Business Plan	Mission	why organization exists & how planned change supports this													
Environment	Business Plan	Vision	what organization wants to achieve & how planned change supports this													
Environment	Business Plan	Core Values	what organization believes in & how planned change supports this													
Environment	Business Plan	Strategies	how organization will achieve vision & how planned change supports this													
Environment	Business Plan	Enterprise Priorities	what organization will do, when & how planned change supports this													
Environment	Business Plan	Dependencies	impact of proposed change on high level dependencies among planned													
Environment	Business Plan	Programs	opportunities to bundle this change with others to optimize value & reduce cost & risk.													
Environment	Business Plan	Timing	impact of proposed change on timing for each initiative over plan horizon													
Environment	Infrastructure/Architecture	External Relationships	impact of proposed change on current & planned external relationships													
Environment	Infrastructure/Architecture	Products & Services	impact of proposed change on current & planned products & services													
Environment	Infrastructure/Architecture	Processes & Functions	impact of proposed change on current & planned processes & functions													
Environment	Infrastructure/Architecture	Interfaces	impact of proposed change on current & planned interfaces, both human & machine													
Environment	Infrastructure/Architecture	Information	impact of proposed change on current & planned information needs													
Environment	Infrastructure/Architecture	Technology	impact of proposed change on current & planned technology environment													
Environment	Infrastructure/Architecture	Resources	impact of proposed change on current & planned resources (people & facilities)													
Environment	Infrastructure/Architecture	Organization	impact of proposed change on current & planned organization													
Environment	Infrastructure/Architecture	Inter-Relationships	impact of proposed change on inter-relationships among Infrastructure/Architecture factors													
Assets	Resources	Skills & Capacity	availability of business, systems, technical & management skills & capacity													
Assets	Resources	Skill Development	skill planning, development, & training resources to build & deliver needed skills													
Assets	Resources	Resource Procurement	procurement process for people, services & facilities													
Assets	Resources	Contract Management	process to initiate, manage & terminate contracts													
Assets	Resources	Team Formation	team formation & support processes													
Assets	Resources	Performance Management	process which can be used to recognize & reward individual & team													
Assets	Resources	Succession Planning	process to address loss of critical resources with minimal project impact													

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Assets	Delivery	Management of Change	process for planning and implementing major business & technology change										
Assets	Delivery	Software Delivery Process	software assessment, development, enhancement, acquisition & delivery process										
Assets	Delivery	Technology Change Process	technology assessment, development, enhancement, acquisition & delivery										
Assets	Delivery	Quality Assurance Process	process for planning & executing quality practices to ensure results meet										
Assets	Delivery	Prototyping	modeling & prototyping practices & tools to aid decision making & reduce risks										
Assets	Delivery	Partitioning	partitioning of changes to interfaces, business function & technology as discrete sub-projects										
Assets	Delivery	Time Boxing	use of time boxes to accelerate delivery & constrain costs										
Assets	Delivery	Reuse	practices & tools to identify & reuse existing assets (specifications, designs, code, procedures, etc.)										
Assets	Delivery	Project Close	criteria for & practices to wrap up a completed project										
Assets	Project Management	Processes & Tools	standard processes & tools to manage project progress										
Assets	Project Management	Organization	structure, roles & responsibilities for project organization										
Assets	Project Management	Estimating	process & tools to establish accurate costs, resources, & durations										
Assets	Project Management	Project Communication	process & tools to track, monitor & report actual progress against project goals										
Assets	Project Management	Requirements Management	process to identify, specify & track delivery to requirements										
Assets	Project Management	Risk Management	process to identify, assess & mitigate risks										
Assets	Project Management	Issue Management	process for identifying, prioritizing & implementing resolutions to issues affecting progress										
Assets	Project Management	Change Control	process for identifying, prioritizing & implementing changes to plans & scope										
Assets	Project Management	Defect Tracking	process for identifying, prioritizing & resolving defects in project deliverables										
Assets	Project Management	Gating	plans to conduct formal reviews of major deliverables with primary stakeholders										
Assets	Business Operations	Budgeting & Cost Management	processes for identifying, allocating & tracking financial & other resources										
Assets	Business Operations	Compliance	adherence to laws, regulations and policies to ensure the integrity of reporting, procedures & assets										
Assets	Business Operations	Corporate Tracking & Reporting	processes for specifying, managing & communicating organization goals &										
Assets	Business Operations	Strategic Planning	process that identifies future opportunities & risks, conceives of a desired future										
Assets	Business Operations	Content Management	external & internal content available through print, voice & electronic media										
Assets	Business Operations	Business Continuity Planning	procedures & facilities to recover & restart business & technology operations after a crisis										
Assets	Business Operations	Contract Management	practices that arrange, administer & close external & internal contracts										
Assets	Security Administration	Security Policy	practices & facilities to ensure physical & environmental security										
Assets	Security Administration	Physical Security	practices & facilities to ensure physical & environmental security										

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Assets	Security Administration	Information Security	practices & facilities to ensure security of data & function										
Assets	Security Administration	Human Resources Security	practices & facilities prior to, during & on termination or change in employment										
Assets	Technology Operations	Service Desk	processes & facilities to support the user base										
Assets	Technology Operations	Change Management	practices & tools to ensure affected assets are identified & addressed before deployment										
Assets	Technology Operations	System Administration	processes & facilities to ensure ongoing operation of applications, hardware, software & network infrastructure										
Assets	Technology Operations	Output Management	processes & facilities to deliver print & output										
Assets	Technology Operations	Technology Installation	processes & facilities to deliver new & additional technology components										
Assets	Technology Operations	Service Level Management	processes & facilities to establish & manage service levels										
Assets	Infrastructure	Desktop Capacity	desktop infrastructure capacity & capability										
Assets	Infrastructure	Server Capacity	server infrastructure capacity & capability										
Assets	Infrastructure	Network Capacity	network capacity & capability										
Project	Planning	Business Alternatives	alternative business approaches for achieving project goals										
Project	Planning	Technology Alternatives	alternative technology approaches for achieving project goals										
Project	Planning	Release Plans	release plans to maximize business value, minimize risk & meet business targets										
Project	Planning	Cost Estimates	estimates that satisfy goals & worth										
Project	Planning	Benefit Plan	benefit delivery plan that meets business goals										
Project	Planning	Quality Plan	quality plan that delivers to quality targets										
Project	Planning	Resources & Facilities Plan	plan that ensures human & other resources & facilities are available when needed										
Project	Planning	Contracts Plan	plans to solicit & vet bids & arrange & manage contracts to meet business goals										
Project	Planning	Communication Plan	plans to ensure the flow of information regarding the progress of the change										
Project	Planning	Risk Plan	identified risks & prioritized mitigation plans integrated with project plan										
Project	Organization	Project Organization	defined project organization										
Project	Organization	Roles & Responsibilities	defined roles & responsibilities for all project participants										
Project	Organization	Team Formation Plan	plan to support project team formation & track team performance										
Project	Control	Release Plan Performance	actual release content, progress, cost, benefits, quality & resources vs. plans										
Project	Control	Contracts Plan Performance	actual contract performance vs. plan										
Project	Control	Risk Plan Performance	actual risk activity vs. plan										
Project	Control	Team Plan Performance	actual team performance vs. plan										
Project	Control	Change Tracking & Reporting	actual change activity and impact										
Project	Control	Issue Tracking & Reporting	actual issue activity and impact										
Project	Control	Project Completion	factors and results that will constitute completion										

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Project	Communication	Monitor Updates	monitor updates on progress to ensure needs of each target audience are							
Project	Communication	Monitor Feedback	monitor feedback from all target audiences regarding the progress of the change							