

Project Health Check for

Your Details:

Name:

Job Title:

Company:

Address:

**Email
Address:**

Telephone No.

When you have completed all the questionnaire, please send it to:

**JSS Management Consultants Ltd.
33 Rookery Close
Bodicote
Banbury
Oxfordshire
OX15 4BA**

We will analyse the results and provide you with a **FREE** report on the assessment of the Project Management Process, with recommendations on how to improve it.

Project Health Check

The tool provided below is a useful analytical device to assess the current 'health' of a project. It looks at the full project environment and using a set of key question results in an assessment of the overall risk associated with the project. As such it fulfils two roles:

- As a checklist
- As a tool to indicate where a project manager's efforts should be directed.

Instructions

- Choose a project that you are currently managing or are involved with, which is in the planning stage.
- Do NOT choose a project which has not yet started or is finished, as some of the questions will be inappropriate.
- Read each of the statements over the page and think of them in relation to your project.
- Based on how much you agree or disagree with each of the statements in relation to your project, answer each statement on the attached pages with a grading – 4 to + 4.

- 4	=	Strongly disagree
- 2	=	Disagree
0	=	Don't Know
+ 2	=	Agree
+ 4	=	Strongly agree

DO NOT use any gradings other than –4, -2, +2, +4, or 0 as this will affect the total score.

PROJECT PLAN

There is a detailed plan (including critical path, schedule, milestones, manpower etc) for at least the current stage of the project and an outline plan to the end

There is a detailed cost plan for at least the current stage of the project and a summary cost plan to the end

Key personal accountabilities (who, when) are specified in the project plan

We know which activities contain float for time and which resources can be used in other areas for emergencies

There are contingency plans in case the project is off schedule or off budget

RESOURCES

There is sufficient manpower to complete the project

The appropriate technology is available throughout the project lifecycle

The technology to be used to support the project works and is fully supported

Specific project tasks are well managed

Project team personnel understand their role

OWNERSHIP

The stakeholders were given the opportunity to make an input early in the project

The stakeholders accept ownership of project actions

Measures of success have been agreed with the stakeholders

Stakeholders understand the limitations of the project (what the project is NOT supposed to do)

Stakeholders understand which of their requirements are included in the project

JUSTIFIABLE CASE

The project has been fully costed and budgets agreed with the project sponsor

Estimates of the financial and commercial benefits of the projects have been made

The project promises benefit to the company and a clear return on investment

Conditions of satisfaction have been defined and measurement processes put in place

Adequate funding is available for the duration of the project

EXPERTISE

- All members of the project team possess the appropriate levels of expertise
- Stakeholders and users understand the project and are capable of using its deliverables
- Personnel on the project team understand how their performance will be evaluated
- Project role descriptions for team members have been written and understood
- Adequate training (and time for training) has been built into the project schedule

CLEAR SPECIFICATION

- The objectives of the project are clear to all stakeholders
- The goals of the project are in line with corporate goals and corporate standards
- I am enthusiastic about the chances of success for this project
- There is adequate documentation of the requirements and the measures of success
- An adequate presentation of the project aims and objectives has been given to stakeholders

TOP LEVEL SUPPORT

- Top management share responsibility with the project team for ensuring the project's success
- Management are responsive for requests for additional resources, if the need arises
- Terms of reference, authority levels and accountabilities have been agreed
- There is confidence that management can be called upon to help when necessary
- The project sponsor is fully committed to the project's success

Thank you for completing this questionnaire

At the forefront of project management and change consultancy, JSS Management Consultants Ltd. objective is to work in partnership with clients to identify the most appropriate solutions.