# **Project Initiation Assessment Questionnaire**

###### Welcome to the Quick Project Evaluator. Project risk is a proactive process that can help you identify and manage potential threats to your projects.  This simple tool can give you a quick look at the state of risks commonly found in any project.  It may also be used to perform a quick evaluation of any project in the Start IT stage, when the goal is to get insight into risks that might make a proposed project less than desirable.

Project name:

Project Line of Business:

[ ]  Administrative Management

[ ]  Community and Social Services

[ ]  Consumer Protection

[ ]  Controls and Oversight

[ ]  Correctional Activities

[ ]  Credit and Insurance

[ ]  Defense and Hawai’i Security

[ ]  Direct Services for Citizens

[ ]  Disaster Management

[ ]  Economic Development

[ ]  Education

[ ]  Electoral Services

[ ]  Energy

[ ]  Environmental Management

[ ]  Financial Management

[ ]  General Government

[ ]  General Science and Innovation

[ ]  Health

[ ]  Homeland Security

[ ]  Human Resource Management

[ ]  Income Security

[ ]  Information and Technology Management

[ ]  Internal Risk Management and Mitigation

[ ]  Knowledge Creation and Management

[ ]  Law Enforcement

[ ]  Legislative Relations

[ ]  Litigation and Judicial Activities

[ ]  Natural Resources

[ ]  Planning & Budgeting

[ ]  Public Affairs

[ ]  Public Goods Creation and Management

[ ]  Regulatory Compliance and Enforcement

[ ]  Regulatory Development

[ ]  Revenue Collection

[ ]  State Financial Assistance

[ ]  Supply Chain Management

[ ]  Transfers to Local Governments

[ ]  Transportation

[ ]  Unlimited Property

[ ]  Workforce Management

Program:

[ ]  State of Hawaii

[ ]  Business Transformation

[ ]  ERP

[ ]  Health IT

[ ]  Open Government

[ ]  Tax Modernization

[ ]  Governance

[ ]  Enterprise Architecture

[ ]  IT Governance

[ ]  Technology Modernization

Project Department*:*

[ ]  Attorney General

[ ]  Budget and Finance

[ ]  Accounting and General Services

[ ]  Economic and Business Development

[ ]  Commerce and Consumer Affairs

[ ]  Hawaiian Homelands

[ ]  Human Resources Development

[ ]  Human Services

[ ]  Labor and Industrial Relations

[ ]  Land and Natural Resources

[ ]  Agriculture

[ ]  Defense

[ ]  Education

[ ]  Health

[ ]  Transportation

[ ]  Taxation

[ ]  Office of the Governor

[ ]  Office of the Lieutenant Governor

Project Description (What do you want to do?) – *Enter brief description:*

Project Justification (Why do you want to do it?):

Life Cycle:

[ ]  Operations and Maintenance

[ ]  Development, Modernization and Enhancement

Project State:

[ ]  Proposed

[ ]  Pending

[ ]  Deferred

[ ]  Active

[ ]  Cancelled

[ ]  Complete

Submitter:

Business Process Owner:

Project Sponsor:

Project Executive Sponsor:

Project Start Date:

Submitted On: *N/A, automatically filled in by system*

**Risk Evaluator (Risk Questionnaire)-** The simple questionnaire covers major risk factors that may be found in a typical project. Please answer all questions truthfully. **If you are not certain of the answer (for example, you have not yet chosen which technology to use) use the worst case scenario for that question.**  All questions are multiple choice. Select one option for each question and then view your results on the Assessment Results button. Answers are required for all questions.

**Risk Analysis (Assessment Results)** - This page gives you an overall risk rating for your project as well as ratings for specific aspects of the project. For specific questions if the risk level is very high specific advice will be given.

# Product/Project Scope

## 1. The Deliverables of the project are:

[ ]  Readily understood and agreed upon

[ ]  Somewhat defined but subject to change

[ ]  Poorly defined and/or likely to change

## 2. The business objectives (business value) of the project are:

[ ]  Understood, straightforward and defined

[ ]  Understood but very complex OR straightforward but not well defined

[ ]  Very vague, very complex or not defined

## 3. The overall Complexity of the project is:

[ ]  Low

[ ]  Medium

[ ]  High

# Schedule and Budget

## 1. The project’s major milestone dates are:

[ ]  Flexible - may be established by the project team and end users

[ ]  Firm - pre-established; missed dates may affect the business

[ ]  Fixed - Mandated; missed delivery will have severe consequences

## 2. Project duration is estimated at:

[ ]  Unknown

[ ]  3 to 6 months

[ ]  6 to 12 months

[ ]  Greater than 12 months

## 3. The project's cost estimate is:

[ ]  Unknown [ ]  $500-1M [ ]  No cost

[ ]  Less than $100k [ ]  $1-5M

[ ]  $100-250k [ ]  $6-10M

[ ]  $250-$500k [ ]  Greater than $10M

## 4. The project’s cost estimate is:

[ ]  Flexible - may be established by the project team and end users

[ ]  Firm - management has a preferred cost target

[ ]  Fixed - Current cost estimate is the project cost baseline

## 5. The project funding is:

[ ]  Already budgeted and committed

[ ]  Not budgeted yet

[ ]  Uncertain of the funding status

## 6. This project will be funded as:

[ ]  General Funds

[ ]  CIP Funds

[ ]  Federal Grants funding

[ ]  Special Funds

[ ]  Uncertain of funding at this time

## 7. Amount of cost avoidance/cost savings with this project:

[ ]  Unknown

[ ]  None

[ ]  Less than $100k

[ ]  $100-500k

[ ]  Greater than $500k (What is projected?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

## 8. How does this project help your department fulfill its mission effectively and/or efficiently?  (Select all that apply):

[ ]  Streamlines business (automates manual processes) [ ]  Creates standards & policies

[ ]  Upgrades existing systems (legacy, unsupported) [ ]  Mitigates risk

[ ]  Creates new systems to better serve mission [ ]  Resource development and/or acquisition

[ ]  Retires/closes down antiquated systems [ ]  Allows greater collaboration w/other dept.

# Human Resources

## 1. The Project Manager’s experience and training in Project Management are:

[ ]  Recent success in similar projects OR highly trained and recent success in dissimilar projects

[ ]  Recent success in dissimilar projects but lacking formal training OR trained in project management but limited experience in similar projects

[ ]  No recent experience / no relevant project experience

[ ]  Project Manager is not identified

## 2. The Business Department staff who will work on this project have:

[ ]  Extensive Information Technology project experience (5+ yrs)

[ ]  Some project experience (1 to 3 yrs)

[ ]  No project experience

[ ]  The project staff have not been identified

## 3. The project’s knowledge experts (e.g. subject matter experts) are:

[ ]  Committed to a planning the project

[ ]  Anxious to limit time spent in planning project

[ ]  Unavailable or unwilling to participate

[ ]  Knowledge experts have not been identified

## 4. The project sponsor is:

[ ]  Identified, committed and enthusiastic

[ ]  Identified but only moderately involved

[ ]  Not identified or not involved

## 5. IT Department experience with hardware/software or other technology to be used in this project is:

[ ]  Extensive

[ ]  Some experience

[ ]  Minor or none

[ ]  There are no IT resources for this project

# Business and Organizational Impact

## 1. The political environment:

[ ]  Unknown

[ ]  Supports the project or will have no impact

[ ]  Has no immediate impact but is volatile and must be monitored

[ ]  Will make it difficult for the team to carry out the project

## 2. The amount of change in business processes, policies and procedures required by this project is

[ ]  Unknown

[ ]  Little or none

[ ]  Occasional or minor

[ ]  Substantial

## 3. Organization change imposed by this project:

[ ]  Unknown

[ ]  Is requested and eagerly anticipated by the end-users

[ ]  Is seen by end-users as possibly worth the effort

[ ]  Leaves end-users passive, disengaged and/or hostile

[ ]  This project creates no organizational change

## 4. The probability of realizing the intended Business Value of this project

## after it is completed is:

[ ]  Unknown

[ ]  High - almost certain

[ ]  Moderate - likely, but factors exist that could cause some reduction or delay in Business Value realization

[ ]  Low - it may be very difficult to realize the full intended Business Value

## 5. The number of Departments/Divisions affected by this project is:

[ ]  Unknown

[ ]  1 or 2 Divisions

[ ]  3 or more divisions in One department

[ ]  Divisions in multiple departments

[ ]  Entire Enterprise

## 6. The Community or controversial impact of this project is:

[ ]  Unknown

[ ]  Project is completely isolated to OIMT with no external stakeholders

[ ]  Project will impact an isolated group of stakeholders external to OIMT (including citizens)

[ ]  Project may impact members of the community or is of a compliance or regulatory nature

## 7. The strategic importance of this project could be described as:

[ ]  Unknown

[ ]  Low strategic importance

[ ]  Medium strategic importance

[ ]  High strategic importance

# Technology and Performance

## 1. The technology to be used is:

[ ]  Unknown

[ ]  Mature

[ ]  New to the IT Department but proven in the market place

[ ]  Leading edge

## 2. The technical (i.e. Quality of Service) requirements are:

[ ]  Unknown

[ ]  Simple or similar to another successful project

[ ]  Medium difficulty

[ ]  New and Complex or very demanding

## 3. The Organization’s experience with similar projects has been:

[ ]  Not applicable

[ ]  Successful

[ ]  Completed with difficulty

[ ]  Unsuccessful

## 4. Interfaces to other systems/services/products are:

[ ]  Simple

[ ]  Average

[ ]  Complex

[ ]  Not Applicable

## 5. If a Commercial off the Shelf (COTS) implementation:

[ ]  No (or minimal) customization is needed

[ ]  Moderate customization is needed

[ ]  Extensive customization is required

[ ]  Not applicable

## 6. If a COTS implementation:

[ ]  The product or release is stable with large customer base

[ ]  The product or release is stable but has a limited customer base

[ ]  The product or release is new to the market

[ ]  Not applicable

## 7. Project performance objectives (e.g. budget; schedule) are:

[ ]  Unknown [ ]  Unrealistic

[ ]  Well described and reasonable

[ ]  Well described, reasonable but no room for error or mishap

[ ]  Unclear, unstated or unrealistic

## 8. This project’s external dependencies could best be described as:

[ ]  None or slight. The project can be successful without deliverables from external source(s)

[ ]  Somewhat dependent; delays can occur if external sources fail to deliver on time

[ ]  Highly dependent. Cannot proceed without external deliverables

## 9. Use of Contractors for project work:

[ ]  Unknown

[ ]  Is not required

[ ]  Required but not known at this stage

[ ]  Accounts for less than 50% of project effort and will be committed by start of project

[ ]  Accounts for more than 50% of project effort OR contractors will not be committed by start of project

## 10. The Compliance, Regulatory or Mandate nature of the project is:

[ ]  Unknown

[ ]  Low

[ ]  Medium

[ ]  High

## 11. If an event in which the Loss of Confidentiality, Loss of Availability or Loss of Integrity occurred what level of adverse effect would that have on organization operations, assets or individuals?

[ ]  Catastrophic

[ ]  Serious

[ ]  Limited

## 12. The resource availability for this project can be described as:

[ ]  Adequate resources are in place and readily available

[ ]  Additional Resources are required but not readily available.

[ ]  The availability of resources is unknown

##  ***PMIS Project Site Created?***

[ ]  Yes

[ ]  No