# **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