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| **Identification** | | | |
| **Project ID:** | Sample Project | **Phase:** | Closeout |
| **Version:** | 1.0 | **Date:** |  |
| **Project Manager:** | Jane Smith | | |

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| **Performance Ratings** |
| *Please answer and rate the impact of each question. Ratings are based upon how much each question affected the project.* |
| **Project Team** |
| *Recommended areas to comment on are organization, staffing, experience, communication, and effectiveness, however, other areas can be commented on as well.* |
| The Project Team needs improvement on the following areas:   * Allocate time in the day to reschedule or reprioritize * Understand his/her own limitations and the limitations of others * Pace him/herself to ensure that targets or deadlines are met * Try to help when asked to assist someone on a project |
| **Project Planning** |
| *Recommended areas to comment on are schedule, stakeholder participation, requirements, budget, & scope. However, other areas can be commented on as well.* |
| Project Planning could be improved by taking the following measures:   * Look for innovative ways to generate enthusiasm in others about project targets * Keep checking to make sure that everyone is on the right track * Quickly get people to decide on a single direction out of competing alternatives * Carefully assess the resources that are available to achieve a particular outcome * List all project goals and looks for clashes, possible problems and inconsistencies * Anticipate the time required to achieve each objective by its stated deadline |
| **Project Management** |
| *Recommended areas to comment on are management’s ability to follow planning, leadership, & process control. However, other areas can be commented on as well.* |
| Project Management could be improved by taking the following measures:   * Obtain commitment from those people who will help to achieve goals and targets * Talk to other people about overall targets and priorities before finalizing his/her own targets and priorities * Quickly assess when a target or deadline will be missed. The Project Manager needs to strike a balance, by always being available, making tactful suggestions when small mistakes are obviously about to be made, but also ready to set aside tact when it appears that serious mistakes are imminent. |
| **Project Execution** |
| *Recommended areas to comment on are quality, functionality, projects ability to meet requirements, and execution effectiveness. However, other areas can be commented on as well.* |
| Project Execution could be improved by taking the following measures:   * Use multiple channels to get messages across to people * Spend time checking his/her own and other people's understanding * Grab people's attention to focus them on the important issues in a discussion |
| **Documentation** |
| *Recommended areas to comment on are clarity, properness, completeness, and helpfulness to the project. However, other areas can be commented on as well.* |
| The Documentation of this project could be improved by being succinct and focused on the dates of open and upcoming action items. |