

### Project Initiation Assessment Questionnaire

Welcome to the Quick Project Risk 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 may also be used to perform a quick evaluation of any IT project in the initiation 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:

Project Description: (What do you want to do?)

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

Submitted By:

Submitted On:

**Risk Evaluator (Risk Questionnaire)**- The simple questionnaire covers 25 major risk factors that may be found in a typical Information Technology project. Please answer all questions truthfully. If you 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.

**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 spe

#### Product/Project Scope

- The Deliverables of the project are:
- The business objective (business Value) of the project are:
- The overall Complexity of the project is:

#### Schedule and Budget

- The project's major milestone dates are:
- Project duration is estimated at:
- The project's cost estimate is:
- The project's overall cost estimate is:
- The project funding is:
- This project will be funded as:

#### Human Resources

- The Project Manager's experience and training in Project Management are:
- The Business Department staff who will work on this project have:
- The project's knowledge experts (e.g. subject matter experts) are:
- The project sponsor is:
- IT Department experience with hardware/software or other technology to be used in this

#### Business and Organizational Impact

- The political environment:
- The amount of change in business processes, policies and procures required by this proje

- 3. Organization change imposed by this project:
- 4. The probability of realizing the intended Business Value of this project after it is complete:
- 5. The number of Departments/Divisions affected by this project is:
- 6. The Community or controversial impact of this project is:
- 7. The strategic importance of this project could be described as:

Technology and Performance

- 1. The Technology to be used is:
- 2. The technical (i.e. Quality of Service) requirements are:
- 3. The Organization's experience with similar projects has been:
- 4. Interfaces to other systems/services/projects are:
- 5. If a Commercial off the Shelf (COTS) implementation:
- 6. If a COTS implementation:
- 7. Project Performance objectives (e.g. budget, schedule) are:
- 8. This project's external dependencies could best be described as:
- 9. Use of Contractors for project work:

Assessment

Project Score:

**MEDIUM**

Project Assessment Results:

You should proceed carefully with this project. Discuss any High Risk factors with your team, customers and especially your Sponsor. Make it clear that Risks are being taken to reduce them as soon as possible. A Risk Management Plan and corresponding Risk Register will offer you a means of monitoring and controlling risks throughout the project lifecycle. This assessment is for future reference.

Project Assessment Description:

Budget Risk:   
 Schedule Risk:   
 Deliverables Risk:   
 Customer Satisfaction Risk:   
 Organizational Risk:   
 Project Size:

Budget Risk Value:   
 Schedule Risk Value:   
 Customer Satisfaction Risk Value:   
 Organizational Risk Value:   
 Scope Risk Value:   
 Number of Low Risks:   
 Number of Medium Risks:   
 Number of High Risks:

When Assessment is complete Save and Close your form to the library. You may also print your form.

