

Project Complexity & Risk Assessment

Project Name _____

Project Review Date _____

Scope		
Clarity of Scope / Compliance	X	Score
Undefined, vague		10
Some Gray Areas		5
Clearly Defined		1
Score		0

Time		
Duration of Project	X	Score
> 12 months		10
3 - 12 Months		5
1 - 3 Months		3
< 1 Month		0
Score		0

Consulting/Training		
Total Cost	X	Score
> 1 M		10
250K - 1M		7
100K - 250K		5
25K - 100K		3
10K - 25K		1
< 10K		0
Score		0

Resources		
Number of Depts (Including DTAS)	X	Score
7 or more		10
3 - 6		7
1 - 2		5
Score		0
Number of Persons Involved (Including DTAS)	X	Score
10 or more		10
6 - 9		7
3 - 5		3
1 - 2		0
Score		0

Risk		
Risk: Number of Systems to be integrated / affected by Project	X	Score
4 or more		10
2 - 3		5
0 - 1		1
Score		0
Risk: Number of Customers affected by project	X	Score
500 or more		10
100 - 499		5
< 100		1
Score		0

Risk: Knowledge Base (Confidence in Vendor/Staff Skill Set)	X	Score
Low		10
Medium		5
High		0
Score		0
Risk: Nature of Data (Migration, changes to data, Security issues)	X	Score
None		0
Low		2
High		4
Security protection needed (SSL, etc)		2
Legislatively mnged data		2
Total Score (Sum)		0
Risk: Project Deadline	X	Score
External Mandate, critical		10
Internal Mandate		5
No firm deadline		0
Score		0

Project Complexity Factors		
Category	This Project	Score
Scope	0	10
Time	0	10
Cost	0	10
Resources	0	20
Risk	0	50
Total	0	100

Scoring Results	
0 - 30	Task (Not a project)
31 - 60	Low Complexity
61 - 100	Complex

This scorecard is intended to serve as a guide for determining if a work effort should be entered into Project Online and managed as a project.

Directions: Place X's in the areas that best describe the initiative to be assessed. The tool will automatically calculate the Complexity Score.

Once assessed, this document and the Project Charter should be forwarded to the PMO where it will be reviewed with the DTAS Project Review Board. If there are other factors that should be considered, please note those on the Project Charter.