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.