

Question		Choose the best answer from the options below						Comments
1	<b>What is the anticipated duration of the project?</b>	Project initiation through closure is less than six months.	Project initiation through closure is between six months and twelve months.	Project initiation through closure is between one year and two years.	Project initiation through closure is more than two years.			
2	<b>Are there constraints on the project schedule?</b>	The project schedule has contingency or slack and/or is flexible.	The project schedule does not have contingency or slack, but the end date is self imposed.	The project schedule is mandated (e.g. replacing out of support or end of life tool, legislative deadline, etc.), but the tasks are well defined and can be accomplished within the timeline.	The project schedule is fixed / mandated and has no slack or contingency.			
3	<b>What is the anticipated project budget, including both business and IT costs?</b>	\$0-500K	\$500K - \$1M	\$1M - \$2M	Over \$2M			
4	<b>Is adequate project funding, including maintenance &amp; operations, secured?</b>	Yes, funding is completely internal and confirmed.	Not all funding is confirmed, but is expected to be confirmed before needed.	Not all funding is confirmed and a funding request will need to be submitted.	Funding sources are unknown or no funding has been confirmed.			
5	<b>Does the project change a system that impacts citizens, other state or local organizations, or service providers?</b>	The impact is to internal agency business processes / operations only.	The system is accessed by citizens only for information and research purposes.	The system indirectly impacts citizens, other state or local organizations, or service providers through management systems that support important public services.	The system is directly used by citizens, other state or local organizations, or service providers (e.g. Medicaid payment systems, online driver's license renewals, reservation systems such as parks and ferries).			
6	<b>What is the degree of impact to agency operations or business rules/processes?</b>	There is no change to business rules/processes OR the project only impacts low complexity business processes.	There is moderate impact to business rules/processes in only one program within a single agency.	There is impact to business rules/processes to multiple programs within one agency.	There are technical or business rule/process impacts to more than one agency.			
7	<b>How well defined are the changes the project will introduce?</b>	There is no impact to business rules/processes.	The business requirements are well defined for the business rules / processes which will be impacted.	The business requirements exist, but only at a high level.	The project introduces new business rules/process, but business requirements are not yet defined even at a high level.			
8	<b>Does this project improve or impact compliance with policies, mandates, or provisos/laws?</b>	The project impacts internal agency policies only or has no impact on policies/compliance.	The project impacts multiple agencies and/or statewide strategies.	The project impacts compliance with state or federal standards/best practices.	The project impacts compliance with state and/or federal mandates or provisos/laws and may affect future agency funding.			
9	<b>Are there dependencies with other projects?</b>	This project is not dependent on another project and/or no other project is dependent on this project.	This project is dependent on one project OR one project is dependent on this project.	This project has dependencies across multiple projects but none of the projects are identified as Major Projects.	This project is dependent on another Major Project and/or another Major Project is dependent on this project.			

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10	<b>Is the agency prepared for the organizational change management required to successfully implement the proposed solution?</b>	There is no impact to technical and/or business users OR the impact is low and there are existing formal change management and training programs within the organization.	There is minor impact to technical and/or business users, but internal subject matter expertise exists and the organization plans for training and has strong change leaders.	There is major impact to technical and/or business users, but internal subject matter expertise exists and the organization has strong change leaders.	There is major impact to technical and/or business users and limited or no internal subject matter expertise exists and significant training is required.			
11	<b>Who is assigned to project tasks?</b>	Core project staff are assigned to the project 100% and it is their highest priority. The project is an agency top priority with strong organizational support.	Core project staff are not assigned 100%, but impacted IT and business sponsors are actively engaged on the project steering committee and have committed to assign staff to the project as needed.	Project staff will be assigned to multiple activities (projects, M&O, etc.), but the project is the top priority for the agency.	Project staff will be assigned to multiple activities (projects, M&O, etc.) and the project is not a top priority for the agency.			
12	<b>Does the executive sponsor have authority and experience?</b>	The project has an executive sponsor with authority and experience with Major Projects.	The project has an executive sponsor with experience on prior projects but of lesser size and complexity.	The project has an executive sponsor without authority to allocate resources but with experience sponsoring prior projects.	The project has an executive sponsor without authority to allocate resources and does not have experience sponsoring prior projects.			
13	<b>Does the project have experienced project management staff and resources?</b>	The agency has documented, repeatable project management and governance processes and project managers have at least 24 months of experience leading Major Projects.	The agency has documented, repeatable project management and governance processes and project managers have at least 12 months of experience leading Major Projects.	The agency has undocumented or ad hoc project management and governance processes and project managers have less than 12 months of experience leading Major Projects.	The agency has undocumented or ad hoc project management and governance processes and project managers are inexperienced leading Major Projects.			
14	<b>How many Major Projects has the agency managed in the last five years?</b>	>15	6-14	1-5	None			
15	<b>What is the degree of project impact to technology (e.g. architecture, network, software, infrastructure, or connectivity to external services and systems)?</b>	There is opportunity for improvement to service delivery and/or to create efficiencies for existing systems.	The project will make some minor change to technology.	The project will require moderate change to technology.	The project requires significant infrastructure investment OR replaces or prevents failure of a system key to an agency's business directive.			
16	<b>Does the proposed solution require any new development or customization be done by State IT staff [vs. full Commercial-off-the-Shelf (COTS) or Cloud services]</b>	The project does not implement any technology new to the agency nor require any in-house development.	The project requires minor change or minimal customization to an existing system leveraging experienced staff or vendor resources.	The project results in a customized system requiring ongoing development and M&O support.	The project results in a highly customized or integrated system, requiring ongoing development and M&O support by multiple teams.			
17	<b>Is there existing agency technical expertise regarding the proposed solution?</b>	The proposed technology is currently used throughout the agency and is well supported and understood.	The proposed technology is new to the agency, but there is industry or 3rd party expertise and requires minimal knowledge transfer and/or training.	The proposed technology is new to the agency and will require significant knowledge transfer and/or training.	The proposed solution includes unproven, emerging technologies.			

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18	Does the system collect or process sensitive data? (per OCIO policy 141.10 Section 4.1 Data Classification)	<a href="#">Only category 1 data is stored or processed.</a>	<a href="#">Only category 1-2 data is stored or processed.</a>	<a href="#">Only category 1-3 data is stored or processed.</a>	<a href="#">Category 1-4 data is stored or processed.</a>			
19	Does the project replace or significantly modify a financial or administrative system?					Yes	No	
20	Will the project introduce any deviations from OCIO policy, standards, or statewide enterprise architecture?					Yes	No	