| ets Project Management CertificationProject Evaluation Form | | | | | | | | | | | | |
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| Process Name: | |  | |  | Organization: | | | | | |  | |
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| Project Management Checklist | | | | | | | | | | | | |
| **Phase** | **Checkpoints** | | | | | **Rating** | | | | | | **Comments** |
| **5** | **4** | **3** | **2** | **1** | |
| INITIATE | 1. Countermeasures were selected to address verified root causes. | | | | |  |  |  |  |  | |  |
| 1. The method for selecting the appropriate practical methods was clear and considered effectiveness and feasibility. | | | | |  |  |  |  |  | |
| **PLAN** | 1. Barriers and Aids were determined for countermeasures worth implementing. | | | | |  |  |  |  |  | |  |
| 1. The action plan reflected accountability, schedule, and cost. | | | | |  |  |  |  |  | |
| **EXECUTE** | 1. A test pilot plan was implemented and evaluated to determine the capability to achieve the target established in the Problem Statement. | | | | |  |  |  |  |  | |  |
| 1. Lessons learned from the pilot were incorporated into the full-scale action plan. | | | | |  |  |  |  |  | |
| 1. The sponsor signed off on the action plan and expected results. | | | | |  |  |  |  |  | |
| **MONITOR & CONTROL** | 1. The effects of countermeasures on the root causes were demonstrated. | | | | |  |  |  |  |  | |  |
| 1. The effects of countermeasures on the problem were demonstrated. | | | | |  |  |  |  |  | |
| 1. The improvement target was achieved and causes of significant variation were addressed. | | | | |  |  |  |  |  | |
| 1. The effects of countermeasures on the theme indicator representing the stakeholders’ needs were demonstrated. | | | | |  |  |  |  |  | |
| 1. A method was established to document, permanently change, and communicate the revised process or standard. | | | | |  |  |  |  |  | |
| 1. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard. | | | | |  |  |  |  |  | |
| 1. Specific areas for replication were identified. | | | | |  |  |  |  |  | |
| **CLOSE-OUT** | 1. Any remaining problems of the theme were addressed. | | | | |  |  |  |  |  | |  |
| 1. Lessons learned, P-D-C-A of the **ets** DMAIC Method, and team growth were assessed and documented. | | | | |  |  |  |  |  | |
| 1. The sponsor signed off on the results and next steps. | | | | |  |  |  |  |  | |
| **Rating Legend:**  5 = Checkpoint Fully Satisfied  4 = Meets Most Criteria of Checkpoint  3 = Meets Minimal Requirements of Checkpoint  2 = Checkpoint Somewhat/Partially Satisfied 1 = Checkpoint Not Addressed | | | **TOTAL POINTS** | | |  | | | | | | *Average = Total Points Scored ÷ Total Possible Points* ***%*** *= 100 x (Total Points Scored ÷Total Possible Points)* |
| AVERAGE | | |  | | | | | |
| % | | |  | | | | | |
| *Passing Score = Average Score of 4.0 or better and 80% or above.* | | | | | | | | |  |

| **ets Facilitator:** |  | **Date:** |  |  | **Sponsor Signoff:** | |  | | **Date:** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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