| ets Project Management CertificationProject Evaluation Form |
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| Process Name: |  |  | Organization: |  |
|  |  |  |  |
| 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.
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| **EXECUTE** | 1. A test pilot plan was implemented and evaluated to determine the capability to achieve the target established in the Problem Statement.
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| 1. Lessons learned from the pilot were incorporated into the full-scale action plan.
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| 1. The sponsor signed off on the action plan and expected results.
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| **MONITOR & CONTROL** | 1. The effects of countermeasures on the root causes were demonstrated.
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| 1. The effects of countermeasures on the problem were demonstrated.
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| 1. The improvement target was achieved and causes of significant variation were addressed.
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| 1. The effects of countermeasures on the theme indicator representing the stakeholders’ needs were demonstrated.
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| 1. A method was established to document, permanently change, and communicate the revised process or standard.
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| 1. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard.
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| 1. Specific areas for replication were identified.
 |  |  |  |  |  |
| **CLOSE-OUT** | 1. Any remaining problems of the theme were addressed.
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| 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.
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| **Rating Legend:**5 = Checkpoint Fully Satisfied4 = Meets Most Criteria of Checkpoint3 = Meets Minimal Requirements of Checkpoint2 = Checkpoint Somewhat/Partially Satisfied1 = 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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