

ets Project Management Certification Project Evaluation Form

Process Name: _____ **Organization:** _____

Project Management Checklist							
Phase	Checkpoints	Rating					Comments
		5	4	3	2	1	
INITIATE	17. Countermeasures were selected to address verified root causes.						<ul style="list-style-type: none"> The sponsor was engaged. The stakeholders were confirmed.
	18. The method for selecting the appropriate practical methods was clear and considered effectiveness and feasibility.						
PLAN	19. Barriers and Aids were determined for countermeasures worth implementing.						<ul style="list-style-type: none"> Cost-benefit analysis was performed. Stakeholder requirements were reconciled with the action plan.
	20. The action plan reflected accountability, schedule, and cost.						
EXECUTE	21. A test pilot plan was implemented and evaluated to determine the capability to achieve the target established in the Problem Statement.						<ul style="list-style-type: none"> Corrective actions were identified. Preventive actions were put in place. The team was developed and prepared. Preparation was completed for full implementation.
	22. Lessons learned from the pilot were incorporated into the full-scale action plan.						
	23. The sponsor signed off on the action plan and expected results.						
MONITOR & CONTROL	24. The effects of countermeasures on the root causes were demonstrated.						<ul style="list-style-type: none"> Deliverables were validated. Project progress was reviewed regularly. Adjustments were made to ensure progress.
	25. The effects of countermeasures on the problem were demonstrated.						
	26. The improvement target was achieved and causes of significant variation were addressed.						
	27. The effects of countermeasures on the theme indicator representing the stakeholders' needs were demonstrated.						
	28. A method was established to document, permanently change, and communicate the revised process or standard.						
	29. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard.						
	30. Specific areas for replication were identified.						
CLOSE-OUT	31. Any remaining problems of the theme were addressed.						<ul style="list-style-type: none"> Preparation for audits and compliance verification was completed.
	32. Lessons learned, P-D-C-A of the ets DMAIC Method, and team growth were assessed and documented.						
	33. 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	
%	

Average = Total Points Scored ÷ Total Possible Points
% = 100 x (Total Points Scored ÷ Total Possible Points)

Passing Score = Average Score of 4.0 or better and 80% or above.

ets Facilitator: _____	Date: _____
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Sponsor Signoff: _____	Date: _____
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