ets PROJECT MANAGEMENT CERTIFICATION
PROJECT EVALUATION FORM

Process Name: _____   **Organization:** _____

PROJECT MANAGEMENT CHECKLIST

Process Groups	Checkpoints	5	4	3	2	1	Comments
INITIATE	17. Countermeasures were selected to address verified root causes.						
INITIATE	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.						
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 Measure Step.						
EXECUTE	22. Lessons learned from the pilot were incorporated into the full-scale action plan, and the project's **expected** Return on Investment (ROI) was calculated.						
EXECUTE	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.						
MONITOR & CONTROL	25. The effects of countermeasures on the problem were demonstrated.						
MONITOR & CONTROL	26. The improvement target was achieved and causes of significant variation were addressed.						
MONITOR & CONTROL	27. The effects of countermeasures on the theme indicator representing the stakeholders' needs were demonstrated, and the project's **actual** ROI was calculated.						
MONITOR & CONTROL	28. A method was established to document, permanently change, and communicate the revised process or standard.						
MONITOR & CONTROL	29. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard,						
MONITOR & CONTROL	30. Specific areas for replication were identified.						
CLOSE-OUT	31. Any remaining problems of the theme were addressed.						
CLOSE-OUT	32. Lessons learned, P-D-C-A of the **ets** DMAIC Method, and team growth were assessed and documented.						
CLOSE-OUT	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 Requirement of Checkpoint*
- 2 = *Checkpoint Somewhat/Partially Satisfied*
- 1 = *Checkpoint Minimally Addressed*
- 0 = *Checkpoint Not Addressed*

TOTAL POINTS	
AVERAGE	
%	

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

Average = *Total Points Scored ÷ Total Possible Points*

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

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