

Project Name
Assessment Map

10. gather as-is data

- 10.1. schedule? what form?
- 10.2. is there a business plan for the project?
what other materials have been put together for this project (slides, org charts, requirements, etc)?
- 10.3. project (slides, org charts, requirements, etc)?

9. Schedule

- 9.1. Was the complete team involved in developing/managing the schedule?
 - 9.1.1. Did you start planning using a macro plan? How did you do it?
 - 9.1.2. Is the team organized around the major customer deliverables? (rather than functional)
 - 9.1.3. Has the full team been involved in exploring alternative ways of accelerating the schedule?
 - 9.1.4. Is the team bought in (do they believe the schedule is realistic)?
 - 9.1.5. Do you meet with the team to update your schedule one or more times per week with actual data and then attempt to pull-in to close the gap?
- 9.2. Do you know the gap between target delivery and actual date?
- 9.3. Do you use the schedule to manage milestone trends?
- 9.4. Is the schedule used to drive the work in the project?
- 9.5. Do you know what your critical path is?
 - 9.5.1. Is there a contiguous critical path from start to end in your schedule?

8. Requirements

- 8.1. Do you know what is needed, and when?
 - 8.2. What other "things" must accompany the product for it to be successful (other products, etc)?
- 8.3. Do you use a formal process for voice of the customer & aligning customer needs with project requirements?
 - 8.4.1. How are requirements sought?
 - 8.4.2. What problems do you have in getting them?
 - 8.4. How do you identify project requirements?
- 8.5. How will you manage changing requirements?
- 8.6. How will you cope with uncertainty in requirements?

7. Customer

- 7.1. Who is/are your customer(s)?
 - 7.1.1. Current Customers
 - 7.1.2. Additional desired Customers
- 7.2. What customer problem is the product going to solve?
 - 7.2.1. How is your product doing this better than your competition?
- 7.3. What do your customers value?
 - 7.3.1. What do the customers want from the product (top 5 reqs)?
 - 7.3.2. Where is the product to be deployed or sold?

6. Cost-of-Delay

- 6.1. Has cost of lateness been computed?
 - 6.1.1. What is the cost of delay (if known)?
 - 6.1.2. If so, is it believed and how is it used?
 - 6.1.3. Does it create urgency?

1. Portfolio

- 1.1. Where does this product fit in your roadmap?
- 1.2. What other things are interdependent with this product?
- 1.3. Where in the priority ranking does this product fit?

2. Market

- 2.1. What is/are the target market segment(s) for this product?
- 2.2. Have the segments been prioritized?
- 2.3. Who is/are the driving customers in the key segment(s)?
- 2.4. What are the unique requirements for each segment?
 - 2.4.1. What is, if any, the impact of these on the product design?
- 2.5. How big is the market for this product?

3. Scope

- 3.1. Project goal is to...
- 3.2. At what stage are you now?
- 3.3. Why do this project?
 - 3.3.1. And why do it now?
- 3.4. What is the project budget?
- 3.5. When is the target completion date?

4. Drivers

- 4.1. Is time to market critical for this product?
 - 4.1.1. What is driving time-to-completion?
 - 4.1.2. What happens if you don't hit your target market entry window?
 - 4.1.3. What is the time window for maximum impact?
- 4.2. Are you clear about what is needed to be delivered for the target completion time frame?
- 4.3. When is it too late (i.e. when should it be killed)?

5. Success Criteria

- 5.1. What are the criteria for evaluating success?
- 5.2. What factors will be/are barriers to timely delivery?
 - 5.2.1. What are the top 3 technical problems or innovations needed?
 - 5.2.2. How would you overcome the barriers?
- 5.3. What is the critical path?
- 5.4. How is the project organized (i.e. org structure)?
- 5.5. What are the factors that currently promote/inhibit speed?
- 5.6. What other "things" is this product/project dependent upon?
- 5.7. Do we have the technology/IP required to develop this product?