



## **Consulting Collaborative Project Management “Best Practices” Self-Evaluation**

Project Management is an important ingredient to the success of any company. Project Managers (PM's) should be empowered to perform their jobs, but they must also be accountable for the results. A system that allows PM's to have the necessary resources to perform their responsibilities and be held accountable for the success of the project will lead to profitable results. This one page self-evaluation checklist will determine if your company has the tools and processes in place to have a fully functioning and highly successful Project Management program. It is based upon “Best Practices”.

Check only what is fully implemented and practiced at your company. Please be 100% candid.

- ( ) Every project manager is trained to a standard set of parameters for managing their projects.
- ( ) The company has written procedures for project management.
- ( ) All PM's follow the same uniform and consistent procedures in managing their projects.
- ( ) There is a formal Training Program and PM's are required to sign-off upon completion.
- ( ) Projects are assigned a financial budget. (Checkbook)
- ( ) PM's are accountable for all components of the budget.
- ( ) On major projects pre-construction team meetings are convened.
- ( ) Team members who are responsible for completing project responsibilities meet regularly.
- ( ) Team members are trained on “root cause” analysis and problem solving techniques.
- ( ) There is a project organizational chart that defines the relationships between each Team Member.
- ( ) There is a submittal log that is maintained by the PM for submissions and approvals.
- ( ) A Schedule of Values is created by the project Team and approved by Senior Management.
- ( ) There is a weekly project letter submitted to the customer and Senior Management.
- ( ) There is a customer project schedule maintained by the project Team.
- ( ) There is an internal project schedule maintained by the project Team.
- ( ) Change Orders and non-conformances are tracked and processed by the project Team.

If only one to seven criteria for success are checked, you need to make significant changes to maximize your Project Management process. If eight to eleven are checked you may need to fine tune your Project Management process. If you checked twelve or more you have a good process that should be periodically updated for continuous improvement to the Project Management process.