

# Project Scorecard

- New Scorecard  
 Amended Scorecard

## Project Information

Project Name	<input type="text"/>	Project Contact	<input type="text"/>
Task Code	<input type="text"/>	Project Phone	<input type="text"/>
Est. Project Start Date	<input type="text"/>	Evaluator	<input type="text"/>
Est. Project End Date	<input type="text"/>	Evaluation Date	<input type="text"/>

Tier 1     Tier 2     Tier 3

<input checked="" type="checkbox"/>	<b>Assessment Factors</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Base Score</b>	<b>Weight Factor</b>	<b>Weighted Score</b>
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### Category 1: Potential for Enterprise Collaboration (20 points maximum)

The project creates a deliverable that will be used: 5 Directly by citizens or employers 4 Directly by partners or employees in other government agencies 3 Directly by DWD employees in multiple divisions 2 Directly by DWD employees in one division 1 Directly by 10 or more DWD employees in one business unit within a division 0 By less than 10 individuals	0	1	0
The project creates or procures skills, infrastructure, components, etc. that: 5 Will be used in projects for other organizations or agencies. 4 Will be used in projects for other DWD Business Areas. 3 May be able to be used for projects for other organizations or agencies. 2 May be able to be used in projects for other DWD Business Areas. 1 Will probably not be used outside the current project. 0 Are definitely unique to this project.	0	1	0
A large portion of this project includes the re-use or leverage of: 5 Implementable components or code from an existing Wisconsin system. 4 Off-the-shelf software that will be purchased for this project. 3 Data in an existing system. 2 State or DWD standard processes or infrastructure. 1 Design from an existing system 0 No re-use.	0	1	0
This project includes business requirements: 5 From multiple state agencies. 4 From multiple DWD divisions and/or their partners. 3 From multiple work units in the same division and/or their partners. 2 From initiating work unit and/or its partner(s). 1 From the initiating work unit only, but designed to easily implement changes. 0 Unique to initiating work unit.	0	1	0

**Subtotal    0**

### Category 2: Expected Benefits - (40 points maximum)

<i>Scoring of Each Benefit: Highest Potential = 5; Minimal Potential = 1; Not Applicable = 0</i>			
Create economic growth by:			
Improving the business climate		1.00	0
Raising incomes by investing in Wisconsin residents		1.00	0
Maximizing the effectiveness of the Workforce Investment Act		1.00	0
Enhance responsiveness and service		0.80	0
Provide equal start for every child		0.80	0
Shrink state government employment		0.60	0
Capture federal research funding (score depends on percent of project funded)		0.60	0
Adopt modern accounting principles		0.60	0
Keep critical systems running		0.80	0
Implement mandatory changes		0.80	0
<b>Subtotal</b>			<b>0</b>

<b>Category 3: Financial Analysis - Refer to Cost Benefit Analysis (40 points maximum)</b>				
Net Present Value (NPV)	<\$0.00 - 0 points = \$0.00 - 12 points > \$0.00 - 20 points		1.00	0
Payback Period	<1 year - 20 points 1-2 years - 16 points 2-3 years - 13 points 3-4 years - 10 points 4-5 years - 8 points 5+ years - 0 points		1.00	0
			<b>Subtotal</b>	<b>0</b>
			<b>BENEFIT TOTAL</b>	<b>0</b>
<b>Category 4: Risk - Refer to Risk Assessment (10 points maximum)</b>				
Organizational Impact Risk - Refers to the amount of complexity to change to mission critical systems, business rules and processes; staff commitment to the change and level of job training required. (0-5 points)	Low risk (green) - 5 Med risk (yellow) - 3 High risk (red) - 1		0.50	0
Development Effort Risk - Includes project duration, financial size, interdependencies with other projects and agency's spending authority. (0-5 points)	Low risk (green) - 5 Med risk (yellow) - 3 High risk (red) - 1		0.50	0
Technical Risk - Encompasses the utilization of a new, emerging or unproven technology as part of the proposed solution or needed to create the new solution. (0-5 points)	Low risk (green) - 5 Med risk (yellow) - 3 High risk (red) - 1		0.50	0
Organizational Capability Risk - Refers to senior management commitment to the project, organization's business and IT experience, and the operations experience of the agency. (0-5 points)	Low risk (green) - 5 Med risk (yellow) - 3 High risk (red) - 1		0.50	0
			<b>Subtotal</b>	<b>0</b>
<b>Category 5: Project Readiness - Refer to Project Charter , Risk Status and Work Plan (10 points maximum)</b>				
Resources and staff with appropriate skill sets and history of success are committed to the project - Refers to planning of time, money and people throughout the project lifecycle. If appropriate skill sets are committed to the project = 5 points, if not available = 0.	Scale of 0 thru 5 Available = 5 Not Available = 0		0.25	0
Infrastructure and development environment in place or scheduled to be in place for the project - Refers to the project's infrastructure requirements and development environment. If the infrastructure and/or development environment will be in place when needed by the project = 5, not available = 0.	Scale of 0 thru 5 Available = 5 Not Available = 0		0.25	0
Well-Developed Work Plan Exists - Refers to the Work Plan that has been developed to date. If a realistic and workable plan = 5, if not workable and/or realistic = 0.	Scale of 0 thru 5 Available = 5 Not Available = 0		0.75	0
Well-Developed Risk Mitigation Strategy Exists - Refers to the Mitigation Strategies that have been developed for all major risks. If realistic, workable and on an appropriate timeline (or no risk to be mitigated), 5 points, if not workable, realistic or appropriate timeline = 0.	Scale of 0 thru 5 Available = 5 Not Available = 0		0.75	0
			<b>Subtotal</b>	<b>0</b>
			<b>RISK TOTAL</b>	<b>0</b>
<b>Guidelines for Approval (Benefit Total):</b> ~ 40 and above - Approved ~ Below 40 - Additional justification needed		<b>Risk Level:</b> ~ 14 to 20 Low ~ 7 to 13 Med ~ 0 to 6 High		
			<b>BENEFIT SCORE</b>	<b>0</b>
			<b>RISK SCORE</b>	<b>0</b>