**ProChain® Project Assessment Worksheet (PAW) Survey**

This 15-question survey collects information to help us evaluate the effectiveness of current project management improvement efforts, and to determine where additional attention may be needed. *It can be completed in 5 to 10 minutes.*

**Name (Optional):**      **Project:**

**Date:**       **Department:**

**Role (check the box that best describes your role):**

[ ]  **Project team member**

[ ]  **Project manager**

[ ]  **Functional manager**

[ ]  **Senior manager**

**Please answer each question based on your current situation. For each question, choose the answer that, based on your experience and knowledge, is most appropriate for the given statement; then check the corresponding box.** If a question does not apply to you or your work, please check "N/A". If you have suggestions to help improve an area please feel free to add your comments.

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| **1. The project has an integrated, cross-functional timeline that provides a credible roadmap of all project work and interdependencies.***Meaning*: There is one timeline that integrates the project's work and interdependencies. The team and management believe the timeline is valid in terms of its logic, and that it provides a good basis for making decisions. The timeline can be used to determine task priorities for project work. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
| **Current Rating** | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Suggestions to improve this area:       |

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| 2. The project team performs thorough task and timeline updates at least weekly.Meaning: The project timeline is being updated at least weekly, so that it remains a credible tool for making decisions. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **3. Management and the project team agree on and have documented key project roles and success criteria.***Meaning*: Management and the project team agree on the project objectives. There is a project manager who has responsibility and authority to make the project successful. The team has the support, skills and capacity needed to succeed. All of the functions needed for success are represented on the team.  | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 4. The project team conducts comprehensive, credible project analysis at least weekly.*Meaning*: The schedule is a living document used for decision-making. The impact and implications of project decisions are explored using what-if analysis.  | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **5. The project team member knows the priority of their project and it is unique and unambiguous relative to other projects and work.***Meaning*: Project team members understand relative priorities for the projects they work. There are not multiple projects sharing the same priority. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 6. The project manager reports comprehensive, credible project timeline status to management and the project team at least weekly.*Meaning*: Everyone knows and has a common understanding of project timeline status. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **7. The project team members know at all times which tasks prevent the project from completing earlier.***Meaning*: Team members understand which “key tasks” prevent the project from completing earlier. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **8. Project team members run the relay race, completing individual tasks as quickly as possible and then handing them off.***Meaning*: Team members are working with a “get it – work it – move it” mentality, with minimal interruptions. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **9. Management and teams are fully aligned with the project timelines and commitments.***Meaning*: Management and team members agree with and strongly support the project commitments and timelines, not just through their words but also through their actions. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| **10. The team constantly evaluates and implements action plans to speed project completion.***Meaning:* The project manager and the team actively search for ways to accelerate the project, then act on those plans. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 11. Project team members work key tasks in priority sequence from start to finish with no interruptions.*Meaning*: Key tasks are those tasks which currently prevent the project from completing earlier. The priorities from the timeline are being followed. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 12. When tasks reach “done,” the work is passed on as quickly as possible.*Meaning*: Real customer requirements of tasks are understood, so that the work is fully completed (without any unnecessary polishing or tweaking) and then quickly passed on. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 13. Management and teams effectively implement the action plans developed to speed project completion.*Meaning*: Action plans to speed project completion are not merely created and talked about, they are implemented and acted upon with a sense of urgency.  | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 14. There is nothing else we could reasonably do to help the project complete more quickly or reliably.*Meaning*: We put all feasible actions, processes and behaviors in place to complete the project as quickly and reliably as possible. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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| 15. Project team members are comfortable with the pace of work that is required of them. | **1=very seldom valid****2=seldom valid** **3=sometimes valid****4=often valid****5=very often valid****1 2 3 4 5 N/A** |
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