

Handout 1-3

Team _____

Start Time _____

Completion Time _____

1. Management

- Did the project manager explain the project goals? _____
- Did the project manager accept suggestions from the team? _____
- Who was in charge? Anybody? _____
- Did the project manager manage? _____
- Did the project manager delegate? _____
- Did the project manager work? Was that detrimental? _____
- Did the project manager abandon responsibilities? _____
- Did someone else take charge? _____
- How were the decisions made? Did everybody participate? _____

2. Estimate

- How was it derived? _____
- Any attempt to become familiar with the materials? _____
- Was the work divided into modules or phases? _____
- Were skill levels considered? _____
- Contingencies for unknowns? _____
- Any assessment of the risk? _____
- Completion criteria specified? _____

3. Planning and Organization

- Did the team spend time planning before the work began? _____
- Any effort to assign specific tasks to individuals? _____
- If the original plan proved unworkable, did the group change to a better plan?

- Were fewer people used in early stages of project? _____
- Were some people idle? _____
- Were walk-throughs and reviews conducted? _____

4. Tracking and Control

- Was a tracking system used? Effectively? _____
- Were there intermediate milestones? _____
- Who was responsible for tracking progress? _____
- What interface control was exercised? _____
- Who handled the change request? _____
- Was the change implemented before it was authorized? _____
- Were there any reviews? _____